



California School for the Deaf, Riverside

Student/Parent
Handbook
2014-2015



Where Language and Learning Thrive!

In Case of Emergency

In an emergency situation

Campus safety procedures are activated when there is an emergency, a crisis, or a dangerous situation occurring. The safety and security of CSDR students is given the highest priority at all times.

School personnel will notify parents by phone, videophone, email, texting or in person as soon as it is safe to do so. CSDR has an electronic messaging system that will send messages to parents who submit contact information to the admission office during registration. The electronic messaging system will send out information and instructions to voice phones, email and/or texting devices.

CSDR takes every possible precaution to assure the safety and well-being of students and staff. In the event of an emergency, the Superintendent's office takes direction from the law enforcement and emergency agencies responsible for coordinating a community response. Depending on the nature and scope of the situation, the school may be directed to:

- dismiss students early
- shelter in place (stay inside under a partial or full lockdown)
- evacuate students to an alternative location, or
- establish an emergency shelter for the students, staff, and community.

Lockdown drills occur during the school day and at night. Lockdown drills ensure that all staff and students know what to do in case of a threatening situation on campus or in the nearby community. Students receive information about the procedures to follow in case of the need for a lockdown. An "Alert Lockdown" is used when the police inform the school that there is a threat in close proximity to the campus. A "Full Lockdown" is used in the event that there is a threat is on campus. Students and staff participate in drills on a regular basis so they are fully prepared to act in a calm and organized manner in the event of a threat.

If a lockdown is occurring, family members may not be permitted to pick up students until it is safe to do so. Lockdowns will last no longer than necessary for safety purposes. Please do not take children out of evacuation areas without the permission of school personnel or law enforcement. After the initial response during which staff will ensure that all students have been located, a parent center will be established where parents can meet and sign out their children. This procedure may take time. Parent cooperation is crucial during this process.

For questions, please contact your Principal or Supervising Counselor.

This handbook provides information and guidelines to benefit the entire CSDR community – students, parents, staff, and school district personnel. The rules in this handbook are in addition to the school's discretionary authority to maintain safety, order, and discipline inside the school zone as covered in California Education Code. These codes support, but do not limit, the school's authority.

Should you have questions or comments, please contact the appropriate CSDR staff member. By working together, we are certain to continue to provide the very best learning and living environment for Deaf and Hard of Hearing students.

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Mission and Student Learning Outcomes

Mission

California School for the Deaf, Riverside offers comprehensive educational and extra-curricular programs that prepare students to achieve their full academic, social, and career potential.



**CALIFORNIA SCHOOL FOR THE DEAF
RIVERSIDE**



School-Wide Learner Outcomes

Literacy:

Students will engage in multiple literacies to comprehend and reflect on information for learning and meaningful participation.

Collaboration:

Students will contribute in shared learning and knowledge as accountable members.

Critical Thinking:

Students will apply, analyze, synthesize, and evaluate resources to solve complex problems.

Communication:

Students will effectively communicate opinions, ideas, and information through American Sign Language and English.

Work Ethic:

Students will take responsibility for their own learning with self-discipline, honor, and integrity.

Community:

Students will demonstrate courage, respect, and excellence as they serve within their communities.

California School for the Deaf- Riverside Directory

3044 Horace Street, Riverside, CA 92506

School Web Site - <http://csdr-cde.ca.gov/>

951-824-8114 (VP) 951-248-7700 (V) 951-782-6509 (FAX)

Department/Division	Email	Voice Phone	Video Phone
Administration			
Superintendent's Office - <i>Becky Roa, Executive Secretary</i>	broa@csdr-cde.ca.gov	951-248-7700 x6511	951-824-8014
Acting Site Superintendent - <i>Scott Kerby</i>	skerby@cde.ca.gov	916-322-6624	
Business Manager - <i>Gloria Hernandez</i>	ghernandez@csdr-cde.ca.gov	951-248-7700 x4193	
Personnel Director - <i>Cheryl Cerda-Uribe</i>	ccerda-uribe@csdr-cde.ca.gov	951-248-7700 x3590	
Information & Technology Training Services			
IT Office - <i>Stefanie Kent, SSA</i>	skent@csdr-cde.ca.gov	951-248-7700 x4393	951-824-8121
Interim Supervisor of IT - <i>Erik Lasiewski</i>	elasiewski@csdr-cde.ca.gov	951-248-7700 x4138	951-824-8052
IT Office Fax - 951-782-4477			
Instruction			
Director of Instruction Office - <i>TBA, OT</i>			
Director of Instruction - <i>Tammy Mitchell</i>	tmitchell@csdr-cde.ca.gov	951-248-7700 x6563	951-824-8017
DOI Office Fax - 951-782-4915			
Early Childhood Education Office - <i>Yvette Vazquez, OT</i>	yvazquez@csdr-cde.ca.gov		951-824-8111
ECE Principal - <i>Debra Rose</i>	drose@csdr-cde.ca.gov		951-824-8040
Attendance Reporting	ECOffice@csdr-cde.ca.gov		
Elementary School Office - <i>Michael Contreras, OT</i>	mcontreras@csdr-cde.ca.gov	951-248-7700 x6621	
Elementary Principal - <i>Janelle Green</i>	jgreen@csdr-cde.ca.gov	951-248-7700 x6620	951-824-8035
Lead Teacher - <i>Lori Stecher</i>	lstecher@csdr-cde.ca.gov		951-824-8093
ES Office Fax - 951-782-3229			
Attendance Reporting	ESOffice@csdr-cde.ca.gov		
Middle School Office - <i>Lynne Metzger, OT</i>	lmetzger@csdr-cde.ca.gov	951-248-7700 x6619	951-824-8046
Middle School Principal - <i>Gloria Daniels</i>	gdaniels@csdr-cde.ca.gov	951-248-7700 x6618	951-248-8101
Lead Teacher - <i>Mary Angoorani</i>	mangoorani@csdr-cde.ca.gov		951-824-8044
MS Office Fax - 951-782-3297			
Attendance Reporting	MSOffice@csdr-cde.ca.gov		
Special Needs Office - <i>Pamela Esparza, OT</i>	pesparza@csdr-cde.ca.gov	951-248-7700 x6597	951-824-8049
Special Needs Principal - <i>Shelly Rempe</i>	srempe@csdr-cde.ca.gov	951-248-7700 x6596	
Lead Teacher - <i>Michelle Barry-Suzuki</i>	msuzuki@csdr-cde.ca.gov	951-248-7700 x2310	
SN Office Fax - 951-320-2013			
Attendance Reporting	SNOffice@csdr-cde.ca.gov		
High School Office - <i>Lucinda Arias, OT</i>	larias@csdr-cde.ca.gov	951-248-7700 x6546	951-824-8013
High School Principal - <i>Scarlett Valencia</i>	svalencia@csdr-cde.ca.gov		951-824-8146
Lead Teacher - <i>Gregory Visco</i>	gvisco@csdr-cde.ca.gov		951-824-8102
HS Office Fax - 951-782-4152			
Attendance Reporting	HSSOffice@csdr-cde.ca.gov		
Career Technical Education Office - <i>Jean Pierre Ring, OT</i>	jring@csdr-cde.ca.gov		951-824-8021
CTE Principal - <i>Shelly Freed</i>	sfreed@csdr-cde.ca.gov		951-824-8020
CTE Office Fax - 951-782-4161			
Athletics Office - <i>Michael Butterfield, OT</i>	mbutterfield@csdr-cde.ca.gov	951-248-7700 x6551	951-824-8103
Athletics Director - <i>Anthony Barksdale</i>	abarksdale@csdr-cde.ca.gov		951-824-8080
Athletics Office Fax - 951-782-4910			
Health Services			
Supervising Nurse - <i>Youlandean Johnson</i>	yjohnson@csdr-cde.ca.gov	951-248-7700 x6571	
Nurses	csdr_nurses@csdr-cde.ca.gov	951-248-7700 x6572	
Health Services Office Fax - 951-320-2192			
Nutrition Services			
Remedios DeGuzman, OT	rdeguzman@csdr-cde.ca.gov	951-248-7700 x6608	
Director of Dietetics - <i>Diane Tran</i>	dtran@csdr-cde.ca.gov	951-248-7700 x6607	
Nutrition Office Fax - 951-782-6508			
Department/Division	Email	Phone	Video Phone

Outreach

Outreach Specialist – Erika Thompson	ethompson@csdr-cde.ca.gov		951-824-8097
Outreach Specialist – Laurie Waggoner	lwaggoner@csdr-cde.ca.gov	951-248-7700 x4361	951-824-8055

Student Services

Student Services Office, Cynthia Justus, OT

Director of Student Services - Jennie Machado	jmachado@csdr-cde.ca.gov	951-248-7700 x1118	951-824-8031
Admissions – Robin Bandy	rbandy@csdr-cde.ca.gov	951-248-7700 x4597	951-824-8120
Office Fax – 951-680-6859			

Assessment Office, Carol Klier, OT

Supervisor of Assessment – Natasha Kordus	nkordus@csdr-cde.ca.gov	951-248-7700 x6858	951-824-8105
Assessment Office Fax – 951-782-4916			

Counseling Office, Martha Cochran, OT

Supervisor of Counseling – Suzanne Lynah	slynah@csdr-cde.ca.gov		951-824-8116
Counseling Office Fax – 951-782-4916			

Transportation

Transportation Office		951-248-7700 x6590	951-824-8088
Dispatcher - Caryn Cooke	ccooke@csdr-cde.ca.gov	951-248-7700 x4187	
Trans. Coordinator - Julie Muhammad	jmuhammad@csdr-cde.ca.gov	951-248-7700 x6591	
Transportation Office Fax – 951-782-4106			

Residence Life

RL Office – Julie Reese, OT	jreese@csdr-cde.ca.gov		951-824-8110
Director of Residence – TBA			
RL Office Fax – 951-782-4914			

High School

SRP- Edward Peigneux	epeigneux@csdr-cde.ca.gov		951-824-8032
SC-HS Boys, Lassen I, Kimberly Cheek	kcheek@csdr-cde.ca.gov		951-824-8174
SC-HS Boys, Lassen II, Craig Van Winkle	cvanwinkle@csdr-cde.ca.gov		951-824-8054
SC-HS Girls, Shasta II, Antonia Clark	aclark@csdr-cde.ca.gov		951-824-8023
SC-HS Girls, Shasta III, Maryann Izzo-Gonzalez	mizzogonzalez@csdr-cde.ca.gov		951-824-8134

Elementary & Middle School, Special Needs, Night Attendants &

Transportation

SRP- Andrew Bubeck	abubeck@csdr-cde.ca.gov	951-248-7700 x6582	951-824-8019
SC- ES & MS, Rubidoux Cottages Katrina Velandres	kvelandres@csdr-cde.ca.gov	951-248-7700 x2201	951-824-8045
SC- Night Attendants, Valerie Rome	vrome@csdr-cde.ca.gov	951-248-7700 x4591	951-824-8058

Cottages Counselor Offices-

Videophone Number

Lassen I – HS Boys	951-824-8083
Lassen II – HS Boys	951-824-8072
Shasta II – HS Girls	951-824-8071
Shasta III – HS Girls	951-824-8075
Palomar III- SN Boys	951-824-8071
Rubidoux I- ES/MS Boys	951-824-8155
Rubidoux II – ES/MS Girls	951-824-8152

2014 – 2015 School Calendar

August	18 (Mon)	Registration Day in the afternoon
August	19 (Tues)	Classes Begin
September	1 (Mon)	Labor Day (SCHOOL CLOSED)
October	17 (Fri)	IEP Day/Staff Day – Students not in attendance
October	20 (Mon)	SCHOOL NOT IN SESSION
November	11 (Tues)	Veterans Day – SCHOOL IN SESSION
November	24-28	Thanksgiving Break (SCHOOL CLOSED)
December	22-31	Winter Break (SCHOOL CLOSED)
January	1-2	Winter Break (SCHOOL CLOSED)
January	5 (Mon)	Classes resume
January	19 (Mon)	MLK Day – (SCHOOL CLOSED)
February	13 (Fri)	SCHOOL NOT IN SESSION
February	16 (Mon)	Presidents Day – (SCHOOL CLOSED)
March	30-31	Spring Break (SCHOOL CLOSED)
April	1-3	Spring Break (SCHOOL CLOSED)
May	18-21	IEP Week meetings/Staff Days – Students not in attendance
May	22 (Fri)	SCHOOL NOT IN SESSION
May	25 (Mon)	Memorial Day (SCHOOL CLOSED)
June	3 (Wed)	Promotion for Kindergarten and Elementary 5 th graders
June	4 (Thurs)	Promotion for Middle School 8 th graders and Graduation for High School Seniors
June	5 (Fri)	Last day of school (School Closes at 12 noon)

CSDR History

California School for the Deaf, Riverside was established in 1953 and serves deaf and hard or hearing (D/HH) children from eleven different counties throughout Southern California. CSDR is one of two schools for the deaf in the California Department of Education (CDE) State Special School and Services Division. Students are referred to CSDR via their Local Educational Agencies in a vast service area stretching from Bakersfield to Baker south to the Mexico Border.

Located in the city of Riverside, CSDR and its students are an integral part of the local community and as such are included in many of the annual city events and activities. CSDR is a long-time member (over 40+ years) of the Greater Riverside Chamber of Commerce. The city celebrates Deaf Awareness Week once a year by providing both day and evening activities to highlight the worthwhile impact the school and the deaf community have had on the city.

The school serves over 400+ students ranging in age from 3 to 22, and has an on-site district-based Parent Infant Program for children 18 months to 3 years of age. Structured in many ways like a small school district, CSDR is home to an Early Childhood Education program, Elementary School, Middle School, High School, Special Need Program and Career & Technology Education Program. Students living more than one-hour driving distance from the school often reside in campus cottages during the school week, arriving on Sunday evenings and leaving to home on Friday afternoons. The school provides transition services and work experience to High School students, as well as assistance after graduation in finding employment in their home areas.

In addition, CSDR serves as an outreach state resource center, the California Deaf Education Resource Center (CDERC), to provide support and training as needed to parents of other deaf and hard of hearing children, early interventionists, local education agencies, and educators at other schools serving deaf children, with an assessment center for unique cases that are referred to CSDR.

CSDR embraces the philosophy that positive academic, intellectual, social-emotional, and physical development is the goal for every deaf and hard of hearing child, and that responsibility for the achievement of this goal is shared by the student, the family, and the school. In implementing this goal, CSDR uses a bilingual approach to learning and development with equal emphasis on American Sign Language (ASL) and written English. Underlying the CSDR philosophy are collaboration, communication, cooperation, the importance of each student as an individual, parent participation, student success, and bilingual education. CSDR, in accordance to leading research-based findings in the nation and universities that provide Deaf Education credentials, consider ASL to be the deaf or hard of hearing child's first language and written English the second, with spoken English as an additional skill when appropriate for the individual.



Title IX

Abuse/Discrimination/Harassment

Title IX of the Education Amendments of 1972 bans sex discrimination in schools whether in academics or athletics. Title IX states that the Supreme Court has confirmed that all schools have an obligation under Title IX to prevent and address harassment against students, whether perpetrated by peers or by employees of the school system. Sexual harassment in education includes any unwanted and unwelcomed sexual behavior that significantly interferes with a student's access to educational opportunities.

At CSDR, abuse, harassment, or discrimination of any kind is forbidden, and is against both state and federal laws. Types of harassment or discrimination that are not allowed include:

age, communication mode, culture, disability, ethnicity, gender, heritage, linguistic and language differences, marital or familial status, national origin, physical or mental characteristics, political affiliation, race, religion, sexual orientation, or socioeconomic status.

The preamble to Title IX of the Education Amendments of 1972 states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Director of Instruction is the CSDR Title IX Coordinator. The coordinator is available to students/staff, oversees compliance efforts and investigates any complaints of discrimination, harassment, intimidation or bullying.

Tammy Mitchell, Director of Instruction

3044 Horace St.
Riverside, CA 92506
(951)248-7700 ext. 6563(English)
(951)824-8017 (VP or español)
(951)782-4915 (Fax)
tmitchell@cldr-cde.ca.gov (email)

Bullying Prevention and Intervention

CSDR is committed to creating a safe and secure school environment where all students may learn by eliminating bullying and harassment. It is important that all members of the CSDR community be aware of school policies including what bullying looks like. Working together as a community, bullying can be eliminated.

The administration of CSDR recognizes that there is a nationwide concern regarding the issue of bullying, and acknowledges that CSDR is not immune to such issues. Bullying is defined by CSDR as an ongoing pattern of behavior that involves harassment, terrorism, intimidation, or threatening of an individual or individuals for a significant period of time. Bullying occurs in the forms of physical, emotional, verbal, or sexual/racial torment. It also includes the exclusion or isolation of another person and can be done face to face, in writing, by text, or via the internet. The CSDR administration takes bullying behaviors very seriously. Bullying incidents and complaints are responded to by staff and disciplinary action is imposed when warranted. The school's goal is to provide a safe environment free of intimidation where students may learn and thrive. Bullying falls under the harassment policy which has clear and established consequences. Harassment of any kind including bullying is not tolerated.

Students who engage in any act of bullying while at school, at any school-sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion. Law enforcement officials are notified of bullying incidents, as required by law.

Types of Bullying

- Physical bullying - when someone hits, shoves, kicks, spits on or beats up others, including damaging or stealing another's property
- Verbal bullying - name-calling, mocking, hurtful teasing, humiliating or threatening someone, making people do things they don't want to do
- Social bullying - excluding others from the group, spreading gossip or rumors about others, making others look foolish, making sure others do not spend time with a certain person
- Cyber/Electronic bullying - using e-mail, instant messaging, text messages, or digital images to threaten or hurt someone's feelings, single someone out, embarrass or make someone look bad, spread rumors, or reveal secrets about someone

Hate Behavior

Any behavior that is motivated by hate is not permitted:

- demeaning students or staff members who cannot sign well
- destroying or removing posters or flyers put up by others
- making bigoted insults, taunts, or slurs
- making racist, sexist, or demeaning comments or jokes
- posting or distributing materials that are demeaning
- posting or distributing printed hate materials
- threatening to or destroying property
- threatening to or hurting someone physically or emotionally

Physical Abuse

Physical abuse of staff or students, or threat of such abuse, is not tolerated. If such abuse or threat of such abuse occurs, a report of the incident is written by the staff member(s) involved or to whom the abuse is reported. The Principal or Supervisor of Residence Program (SRP) investigates the incident and may suspend the student for one to five days if abuse or threat of abuse has occurred. Repeated suspensions may result in a recommendation for an administrative hearing for consideration of expulsion. If an injury occurs, the student is accompanied to Health Services. An injury report is written and parents/guardians are informed immediately.

Physical Restraint

CSDR provides training to all Staff that have interactions with students on a daily or periodic basis by the National Crisis Prevention Institute. Staff receive refreshers to this training every two years.

Physical restraint is used by staff only as a last resort when verbal techniques have been exhausted or when a student displays behavior that presents a danger to self or others. Parents/guardians are informed when the Non-Violent Crisis Prevention Intervention (NV-CPI) physical restraint system needed to be employed. The police are contacted if a student's behavior is beyond the control of the NCI physical restraint system.

Sexual Harassment in Schools (Assembly Bill 2900)

Sexual harassment will be forbidden in any education institution, whether it may be public or private preschool, elementary, or secondary school or institution: a public or private institution of vocational, professional, or postsecondary education. For the purpose of clarification, sexual harassment means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature,

made by someone from or in the work or educational setting.

Sexual Assault, Abuse, and Harassment

Sexual assault, and abuse, and harassment are not permitted.

- Sexual assault – date rape or unwelcome sexual contact or rape
- Sexual abuse – any unwanted touching, wedgies, bra-snapping, fondling, unwanted hugging, kissing, or touching or grabbing private parts of the body
- Verbal sexual harassment – dirty language, lewd comments, propositions for sex, talking about sex, talking about genitals, threatening forced sex, sex taunting in the presence of others, commenting on someone's sexual orientation
- Visual sexual harassment – exposing oneself, flashing, panting, mooning, showing sexually offensive pictures, magazines or videos, or showing sexual items such as condoms in a provocative way
- Pressure for sexual favors – threatening harm if sex is withheld, threatening rape

*** Offenses are weighted to reflect their severity.**

- Sexual abuse, verbal harassment, or visual harassment - counts as level 1 for each offense
- Pressure for sexual favors - counts as level 2 for each offense
- Sexual assault - counts as level 3 for each offense

The police are contacted for all offenses involving sexual assault and may be contacted for other types of offenses.

Grievance Procedure for Students

If harassment, abuse or discrimination happens, students are responsible for following Steps 1 and 2:

Step 1: Discuss — Try to discuss the incident with the person who did the offense. If you are not comfortable talking to the person, discuss it with a staff member or a friend and ask for his/her help. If the result of the discussion is unsatisfactory, go to Step 2.

Step 2: File a Complaint¹ — Ask the teacher, Educational Advisor, cottage counselor, school counselor, Principal or Supervisor of Residence Programs (SRP), Supervising Counselor (SC) or staff to help you file a complaint right away. The staff member must prepare the incident report and give it to the Principal, supervisor or SRP within 24 hours of the report. If the incident involves abuse, the staff member must follow the CSDR policy for reporting abuse.

Step 3: Investigating — The Principal, supervisor, SRP, SC, or Educational Advisor upon receiving the complaint, must investigate the incident and request a Sexual Harassment Panel within a reasonable amount of time. The Panel will interview those involved, including witnesses and others who may have been victims and also review previous incidents to determine if a pattern

exists. The police may be called to conduct an investigation depending on the severity and age of those involved.

Step 4: Inform Parents/Guardians — The investigator will inform the victim's parent/guardian within 24 hours after the investigation has been completed unless there is serious injury to the student that warrants an immediate call.

Step 5: Complete Report — The investigator will complete the incident report and give the report to the Director of Instruction, the Director of Residential Life and Director of Student Service. If the incident involves abuse, the investigator will distribute the report in accordance with the CSDR policy, as confidentiality of students and staff must be maintained.

Step 6: Disciplinary Action — Departmental Principals, SRPs, SCs, supervisors, and Educational Advisor will determine consequences based on the report. Consequences may include behavior plan, suspension and/or involvement of the police. Parents/Guardians will be notified of the outcome.

Step 7: Administrative Review if Necessary — If needed, CSDR administrators will meet to determine whether or not referral to an expulsion hearing should take place. The students' LEA will be notified and when appropriate will be included in the process.

Uniform Complaint Procedures

(California Code of Regulations, Title V, Section 4622)

The following procedures shall be used to address complaints, including "Williams Uniform Complaints²", which allege that the California School for the Deaf, Riverside (CSDR) has violated federal or state laws or regulations governing educational programs. Within 30 calendar days of receipt of a written complaint, the school will make every effort to resolve the complaint through investigation and will complete a written report. The time period may be extended based on the progress of the investigation. School principals shall maintain a record of each complaint and subsequent related action. Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts to the extent the law permits.

Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the Director of Instruction, 3044 Horace St., Riverside, CA 92506, (951)248-7700 ext. 6563.

Uniform Complaint Forms³ are available in the Administration Building. The Director of Instruction will forward the complaint to the appropriate school principal or division administrator. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, staff shall help him/her file the complaint.

Complaints alleging unlawful discrimination may be filed by a person who alleges that (s)he personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Unlawful discrimination is prohibited by the following Federal statutes:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin;
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs;
 - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability;
 - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age; and
 - Title II of the American with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.
- Any individual, public agency, or organization may also file a complaint with the U.S. Department of Education, Office for Civil Rights, Old Federal Building, Room 229, 50 United Nations Plaza, San Francisco, California, 94102.

Appeal Procedures

If you are dissatisfied with the results of the complaint procedure identified on the back of the Complaint form you may appeal to the Superintendent.

Confidentiality

The person who investigates any complaints WILL protect the confidentiality of the victim and all others involved. This policy applies only to situations that occur during school supervised hours.

Daily Bell Schedules

Early Childhood Education

PIP

8:00 – 11:00 (Tues – Thurs)

Preschool

8:00-11:30 (Mon-Fri)

Pre-Kindergarten

8:00 – 3:00 (Mon – Thurs)

8:00 – 2:09 (Fri)

Lunch time:

11:15-12:00 Mon-Thurs

10:55-11:40 Fridays

Elementary/Middle School

Mon-Thurs Class Schedule

1st Period	8:00 – 8:49
2nd Period	8:52 – 9:41
3rd Period	9:44 – 10:33
4th Period	10:36 – 11:25
Lunch	11:25 – 12:10
6th Period	12:10 – 12:59
7th Period	1:02 – 1:51
8th Period	1:54 – 2:43
Intervention	2:46 – 3:00

Friday Class Schedule

1st Period	8:00 – 8:44
2nd Period	8:47 – 9:31
3rd Period	9:34 – 10:18
4th Period	10:21 – 11:05
Lunch	11:05 – 11:50
6th Period	11:50 – 12:35
7th Period	12:38 – 1:22
8th Period	1:25 – 2:09

High School

Mon-Thurs Class Schedule

1st Period	8:00 – 8:49
2nd Period	8:52 – 9:41
3rd Period	9:44 – 10:33
4th Period	10:36 – 11:25
5th Period	11:28 – 12:17
Lunch	12:17 – 1:02
7th Period	1:02 – 1:51
8th Period	1:54 – 2:43
Intervention	2:46 – 3:10

Friday Class Schedule

1st Period	8:00 – 8:44
2nd Period	8:47 – 9:31
3rd Period	9:34 – 10:18
4th Period	10:21 – 11:05
5th Period	11:08 – 11:53
Lunch	11:53 – 12:38
7th Period	12:38 – 1:22
8th Period	1:25 – 2:09

General Schoolwide Rules/Policies

ACADEMIC GRADING SYSTEM (EC49066-67)

STANDARDS BASED GRADING PROCEDURES

CSDR uses a Standards Based Grading System (SBG) throughout the academic programs. Middle School and High School receive letter grades according to the following grading scale:

Percent	GPA Points*	Letter Grade	Level of Mastery
95	4.00	A	Exceeds Standards
85	3.00	B	Meets Standards
75	2.00	C	Approaching Standards
65	1.00	D	Needs Support
55	0.00	F	Not Met

** Advanced Placement courses earn 1 extra grade point.*

Honors courses earn .5 extra grade point.

In a Standards-based system, teachers report what students know and are able to do relative to academic standards. The system includes:

- the improvement of student achievement in all content areas
- the mastery of defined learning targets instead of the accumulation of points
- the reporting of student achievement toward meeting learning targets at a given time by reflecting on mounting evidence based on various forms of assessments
- a record keeping system that provides teachers with information that allows them to adjust learning practices to meet the needs of students
- a system that encourages student reflection and responsibility

Traditional grading averages work that a student has done over a semester with other student characteristics, such as work habits. Standards-based grading removes extraneous factors and focuses solely on a student's academic achievement and continued mounting evidence that indicates a true assessment of the child's present attainment of the learning targets.

INCOMPLETE GRADES (MS/HS)

At the end of a grading term, a grade of incomplete (INC) may be given when a student misses assignments due to absence. The student must complete the work to receive a grade within a period of time that equals the duration of the absence. When the absence is due to an extended illness, the student has a reasonable period of time following the absence to complete the required work. If the work is not completed in the allotted time, the INC becomes the grade earned.

GRADE REPORTS

Deficiency reports are issued for those students earning a 65% or lower in the middle of each quarter (HS) or trimester (MS).

Progress Reports (HS) are issued at the end of the 1st and 3rd quarter. Students' grades on Progress Reports represent 50% of the final grade for the semester.

Report Cards are issued at the end of each semester (HS) or trimester (MS). These grades are recorded on students' official transcripts/permanent records. **(EC 49067)**

PROMOTION/RETENTION (ES/MS)

All students are responsible for demonstrating progress towards grade level standards. Promotion and retention decisions are made in accordance with the following guidelines.

- Students not making satisfactory progress towards meeting grade level standards use intervention time during the school day to reinforce skills in the core subject areas of English/language arts, reading, and mathematics.
- Students making limited progress on grade level standards and IEP goals are considered for retention based on recommendations from a Site Retention Committee which includes teachers, a Principal, assessment specialists, site administrators, and other appropriate staff.
- The final decision to promote or retain a student is made by a site administrator.

PROMOTION BASED ON CREDITS EARNED (HS)

9th to 10th grade - 50 credits

10th to 11th grade - 120 credits

11th to 12th grade - 190 credits

HONOR ROLL: MIDDLE SCHOOL/HIGH SCHOOL

Students who have a GPA of 3.5 or higher at the end of a grading term are placed on the Principal's Honor Roll. Students who have a GPA between 3.0 and 3.49 are placed on Honor Roll. Students who have a GPA between 2.5 and 3.0 receive Special Recognition at the end of a grading term. All academic recognitions are given out at the end of each grading term school assemblies.

GRADUATION SPEAKERS

The High School Management Team reviews the academic records of each graduating student and selects the Valedictorian and Salutatorian. To be considered, students must:

- have a cumulative GPA of 3.5 or above from the sophomore, junior, and senior years
- demonstrate exemplary citizenship and character
- take rigorous academic courses each semester during their sophomore, junior, and senior years
- be enrolled in high school at CSDR for at least three years

If students do not qualify to be the Valedictorian or the Salutatorian, then Graduation Speaker/s will be selected. The nomination is based on at least a cumulative GPA of 3.0 for sophomore through senior years. Citizenship and character will be considered. The student/s must have been enrolled at the school for the last two years prior to graduation.

ACADEMIC PROBATION (EC35160.5)

Middle School:

- Students with a GPA below 2.0 are placed on Academic Probation with Restrictions (APR).
- Students remain on APR for 14 school days after the APR list is distributed. Students on APR may participate in practices and dress in uniforms for home games, but may not play in any games.
- On the 15th school day after the APR list is distributed, the grades for students on APR are reviewed via Power School.
- Students with a GPA below 2.0 are placed on Academic Probation (AP). Students on AP may not participate in sports.
- Students with a GPA at or above 2.0 are placed on Academic Probation with Privileges (APP). Students on APP may participate fully in sports.
- Students on AP/APP must earn a GPA at or above 2.0 at the mid-term or end of the term in order to be removed from the AP list.
- Students on AP/APP who earn a GPA below 2.0 at the mid-term or end of the term are placed on AP until grades are published for the next term.

High School:

At the end of each quarter period, students with a GPA below 2.0 are put on academic probation (AP)

While on AP, students **cannot**:

- Play competitive sports games including scrimmages.
- Serve as an officer in an organization.
- Take part in the school play or participate in other special activities (ie. the Academic Bowl team).
- Participate in any party/event sponsored by school/cottage, including the prom.

Students on AP are required to use the agenda book to record assignments. Cottage students on AP or those who receive progress report cards have supervised study time. If student-athletes are on AP, they are not allowed to participate in games, wear game uniforms or attend away games.

If a student-athlete's GPA is below 2.0 twice during the same sports season, he/she will be moved back to the AP and be permanently off the team including the loss of any awards, recognitions, and team dinner. If they are moved to Academic Probation with Privilege (APP), they are eligible to play on the following Monday after the three week period.

Students may attend organization meetings but not serve as officers. They may attend end of the year banquets and awards events.

HIGH SCHOOL ACADEMIC PROBATION SUPPORT PROGRAM

After three weeks, students on academic probation (AP) are allowed to participate in the activities stated previously if they maintain a GPA of 2.0 and above. In order to remove themselves from AP, at the end of each 3 week period, the students are required to print out their grades from PowerSchool and submit to the Educational Advisors for GPA verification. The student is responsible for turning in grades by the assigned deadlines to be considered for removal from AP. If a student's GPA is below 2.0, (s)he will move back to AP and his/her privileges are taken away. Student athletes on AP can still practice with teams but cannot play in games or scrimmages.

HOMEWORK

The purposes for assigning homework include the following:

- to help students master learning targets
- to prepare students to learn new material
- to provide extension and application of skills taught in the class to new situations

- to integrate and apply many different skills to a larger task (Examples of this type can be projects, creative writing, and I-Search papers)

Homework scores are not usually included in the assessment of standards, unless the assignment is designed to show mastery. The student's grade will indicate how well (s)he has mastered the content, not whether (s)he completes assignments. Work ethic related to homework will be reflected separately from the academic grade (effort codes).

Student Responsibilities

- to complete all assignments as instructed by the teacher
- understand the purpose of, instructions for, and due dates for homework assignments
- have all materials and information needed to complete assignments

ADULT STUDENTS (EC56026, 56041, 56014.5)

The school respects the role of parents/guardians in the lives of students who are over 18. To assist students who are becoming adults and as a part of transition planning, school staff meet with students who are 17 to discuss the critical importance of parents/guardians in their lives and the responsibility they have to both themselves and their parents as they become adults. Students over 18 are expected to follow all school rules and policies.

Students over 18 years of age have special privileges as adult students. School staff continue to correspond with these parents/guardians; however, under certain conditions, adult students may restrict communication with parents/guardians. Parents/guardians of adult students do have certain rights and responsibilities.

Category 1

Parents of adult students will be notified if an adult student:

- is missing from campus under circumstance requiring police notification;
- has been determined to be at serious risk for harming oneself;
- is suspended for an incident that involves drugs or weapons;
- is brought to the hospital for a medical emergency; or
- alleges mistreatment by a staff member and the accusation is substantiated.

Category 2

California law prevents CSDR staff from notifying parents about the following situations if an adult student:

- requests to be released from school to receive confidential medical service;
- seeks medical treatment for the prevention or treatment of pregnancy;
- seeks medical treatment of an infectious, contagious or communicable disease;
- seeks medical treatment related to the diagnosis or treatment of rape or sexual assault;
- receives medical services for HIV testing; or
- consents to the diagnosis or treatment of drug-related or alcohol-related problems.

All medical records are kept confidential from the adult student's parent/guardian unless the adult student consents to such disclosure.

Category 3

CSDR expects parents/guardians to keep CSDR informed if an adult student:

- is a residential student and is not intending to return home for the weekend;
- is a residential student and changes their normal home-going plan;
- threatens to harm him/herself or others;
- does not intend to return to school; or
- is in the hospital (unless it is confidential by law).

Refer to Series 1003 and 1004 about providing confidential information to law enforcement officers.

Legal Reference:

EC 46010.1: Confidential medical services without consent of parents/guardians,

EC 48908: Duties of Pupils

Rights of Parents/Guardians of Students 17 Years of Age

School staff will meet with 17- years old students at their IEP meetings to discuss the legal rights and responsibilities they will assume at the age of 18. The option of ongoing parental involvement will be discussed with the students.

Also, parents/guardians are responsible for discussing these issues with their adult students. Refer to the California EC website for additional information.

Legal References

EC 56026: Individual with exceptional needs

EC 56041: Education and related services to pupils ages 18-22

EC 56041.5: Transfer of rights to children reaching age 18

ATTENDANCE POLICY (EC49067)

Objective

Good attendance is important to a student's success at the California School for the Deaf. California law requires students to attend school every day and to arrive on time for classes. Making sure their child attends school is a parent/guardian's legal responsibility. Educational neglect takes place when parents/guardians willfully allow or keep their children out of school for inappropriate reasons.

Students who arrive to school more than 5 minutes late for the first period must report to the Principal's office of their department.

Reporting Absences

Parents/Guardians are to call or email the school office before 8:30 a.m. on the morning of the absence.

Early Childhood Education

Phone/VP/Spanish: 951-824-8111

Email: ECEoffice@csdr-cde.ca.gov

Elementary School

Phone: 951-248-7700 ext. 6621

VP/Spanish: 951-824-8035

Email: ESoffice@csdr-cde.ca.gov

Middle School

Phone: 951-248-7700 ext. 6619

VP/Spanish: 951-824-8046

Email: MSoffice@csdr-cde.ca.gov

High School

Phone: 951-248-7700 ext. 6546

VP/Spanish: 951-824-8013

Email: HSoffice@csdr-cde.ca.gov

Special Needs

Phone: 951-248-7700 ext. 6597

VP/Spanish: 951-824-8049

Email: SNooffice@csdr-cde.ca.gov

If it is not possible to call or email, or if the parent/guardian forgets to call or email, the following procedure should be followed:

Upon returning to school, the student must immediately bring a note to the school office. The note should include the student's complete name, date(s) of absence and reason for absence. The note should be signed and dated by the parent/guardian.

Example Absence Note:

<p>[Date]</p> <p>Dear Office,</p> <p>My child, [Name], was absent from school all day on [Day], [Date], because _____.</p> <p>Sincerely,</p> <p>Parent/Guardian signature (required)</p>

Disciplinary action will be taken at the Principal's discretion when absences are not cleared by a parent/guardian after five days.

AFTER AN ABSENCE (EC48205, 46014)

Students must come to the Departmental office for a pass before returning to class.

The Elementary/Middle School/High School secretary or the Principal will examine the excuse note for the student's reason for absence and give the student an

excused or unexcused absence pass based on the California Education Code definition. If the reason for absence does not satisfy the Education code, the student **automatically** gets an **unexcused absence** pass. All of the student's teachers will sign the student's pass when (s)he returns to class.

According to the EC 48205, students may be excused for the following reasons:

- **Counseling**
- **Court appearances**
- **Dental appointments**
- **Doctor appointments**
- **Field trips (school-sponsored)**
- **Funerals**
- **Job meetings**
- **Jury Duty**
- **Quarantine**
- **Religious holidays**
- **Religious exercises or instruction (EC 46014)**
- **Sports games (school-sponsored)**
- **Sickness**

Note: Parents/Guardians may not keep students home to baby-sit, run errands or for any non-emergency family business. Such absences are unexcused.

Doctor appointments should be made after school or on the weekend whenever possible. For DMV or Social Security Administration appointments, permission to miss school must be received from the Principal PRIOR to scheduling the appointment.

School authorities may excuse any students in grades 7 to 12 from school for the purpose of obtaining medical services without the consent of the students' parent/guardian. (EC 46010.1)

ATTENDANCE ON GAME DAY – MS/HS

All student-athletes must attend at least four full class periods on a game day to be allowed to play. Poor attendance in school may result in poor grades, resulting in a loss of athletic eligibility.

APPOINTMENTS DURING SCHOOL HOURS

All students are expected to remain at school for the entire day. If a student must leave school for an appointment, the parent/guardian must sign out the student in the school office. Students are only released to a parent or legal guardian. If the parent/guardian wishes to have another adult pick up a student, a written signed note is required and ID verification is mandatory. If a parent/guardian requests early dismissal, the parent/guardian must contact the department office directly. Students over 18 must receive permission from the Principal or designee and sign out in the office.

PRE-ARRANGED UNEXCUSED ABSENCES

If a student needs to be absent for any reason other than those in the California Education Code (for example, a wedding or graduation of a relative), (s)he must get a Prearranged Unexcused Absence Form² from the Middle School or High School office at least two weeks in advance.

The student must get their parent/guardian's signature before (s)he gets their Principal's signature for approval.

The student must contact all of their teachers to sign the form, then give the completed form to their department secretary. Students are expected to make up all missed work by the deadlines set by teachers.

EXCESSIVE ABSENCES (EC48260)

CSDR considers absenteeism excessive when it interferes with a student's academic performance. Excessive absences include excessive tardies. School staff become very concerned anytime a student misses five days of school or five class sessions during one term. The school may request a physician's verification of illness for excessive absences. The school informs the Local Educational Agency when a student has excessive absences.

TARDINESS

Students who are five or more minutes late for school must get a pass from the office. Students are expected to bring a note from a parent/guardian, dorm counselor, or school staff member explaining the reason for being tardy. Students who are late for class anytime after the 1st period must get a pass from a teacher or other staff member. Students who do not have a pass will be given an unexcused tardy. If a student is more than 20 minutes tardy to class, it is considered an unexcused absence.

TRUANCY

CSDR views cutting class as a serious offense. The school is responsible for the safety and welfare of the students. When a student cannot be found, this is a serious safety concern.

Disciplinary consequences will be assigned on a case by-case basis after the second cut. After a student cuts class for less than 30 minutes, (s)he will attend after school detention hall. If a student cuts more than 30 minutes and it is his/her first time, (s)he may be suspended from a major school sponsored event or a game if on an athletic team, whichever comes first. For the second or more cut, the student may be suspended from either two major school-sponsored events, or a major event and a game if on an athletic team.

In addition, the student may be suspended from school for one or more days. Moreover, (s)he may be removed from participating in one or more activities sponsored by school organizations and/or be removed from the school play, Academic Bowl Team and/or other special school groups.

For HS students, (s)he may be referred to the HS Team after cutting more than twice. (EC 48260)

ABSENCES AND LOSS OF CREDIT (HS)

Students who are excessively absent may lose credit. High School students who participate in optional sports or extra-curricular activities may have a maximum of 20 optional/excused/unexcused absences per semester/per class.

Once a student has 8 unexcused absences during a semester, optional absences are no longer allowed. Once a student has 20 total absences (ie. excused, unexcused, optional) during a semester, optional absences are no longer allowed.

High school students who exceed 8 unexcused absences in any class during a semester **do not** earn credit for that class. Students who have excessive excused absences may lose credit for some or all classes if it is not possible for the school to provide the missed instruction or for the student to complete all missed assignments.

Student Responsibilities

- ask about and complete work missed during an absence from school
- develop good work and study habits

Teacher Responsibilities

- provide homework assignments and to make sure students know what is expected
- provide homework assignments that relate to classroom lessons
- evaluate homework assignments and to share these results with the students

Parent Responsibilities

- to encourage and support the student's efforts by being available for questions while remembering that homework is the student's responsibility
- to communicate with the teachers whenever the student has difficulty with homework
- to establish a regular homework time to help the student complete all assignments
- to provide a quiet, well-lit place for the student to study

UNFINISHED HOMEWORK

Students are expected to complete and turn in homework in a timely manner. The quality of the work should meet the expectations of the teacher. If a student fails to meet these expectations, a teacher may provide the student an opportunity to complete the assignment either during lunch, Intervention Period, or after school, give the student a lower or failing grade, and/or contact the student's parent/guardian, dorm counselors, or other support staff.

ACADEMIC INTERVENTION PERIOD

The Middle/High School provides an Intervention program which is built in the daily school schedule. Each student receives additional instructional support from Middle/High School, Career and Technology Education teachers, 24 minutes on a daily basis, Mondays – Thursdays. Students are assigned to an Intervention teacher based on learning needs and requests. Intervention teachers are assigned to focus on one of the following topics: Smarter Balanced Assessment, CAHSEE, organization and study skills, ASL development, vocabulary expansion, keyboarding, cultural literacy, make up class assignments/tests or guidance for at-risk-students. The Intervention program is also designed to help all students succeed academically and socially from the teachers and curriculum by monitoring students' learning.

BICYCLES, SKATEBOARDS OR SIMILAR EQUIPMENT

Day students may bring bicycles, scooters, skates, roller blades, and skateboards on campus. Electric or gas-powered items are not allowed. Students must follow all related rules.

- Wear a helmet at all times while riding.
- Do not lend equipment to other students.
- Do not ride inside buildings.
- Ride on designated sidewalks and roadways only.
- Avoid riding in traffic and pedestrian areas.
- Ride before or after school during daylight hours.
- Show respect and appropriate behavior toward other people and property.
- Store equipment in designated locations.
- Obtain permission from a staff member and sign in and out.
- Inform staff of the destination and expected return time.
- Ride off campus with written permission from parents/guardians.

Failure to comply with the rules will result in the loss of riding privileges.

- 1st offense - Equipment will be confiscated for one day.

- 2nd offense - Equipment will be confiscated and parents/guardians must take it home for one week.
- 3rd offense - Parent conference is required to determine the consequences.

CHANGE OF ADDRESS OR STATUS (EC49408)

The school cannot impress strongly enough on parents/guardians the necessity for keeping both the Transportation Office and Admission Office informed of their address, phone number, email, texting or videophone address changes. If parents/guardians have a change in their child's information, including name, address, phone number or emergency contacts, or a change in student's status, such as their child becomes a residential or day student, withdrawal from school or any information affecting the child, parents/ guardians need to inform the admission office, transportation office, the child's school office and the child's cottage immediately.

CLOSED CAMPUS POLICY (EC44808.5, 48980)

CSDR operates as a closed campus to promote student and school safety. This means that students are required to stay on campus at all times during the school day. ECE, Elementary, and Middle School students may bring their lunch to school and eat in the dining room.

The High School lunch privileges offer some students freedom and independence, however, all students that leave campus (including those 18+) must sign out/in in the HS Office.

ECE/ES PLAYGROUND

The Early Childhood Education (ECE) playground is reserved for use by students enrolled in the ECE program. The following guidelines have been developed to promote a safe environment for our students:

1. ECE students must be supervised on the playground by ECE staff or CSDR staff assigned to work in the ECE Department.
2. During pick up times Monday – Friday, all parents/guardians and adults authorized to pick up children will stand outside the ECE playground gate.
3. ECE staff will be present to bring the children to the parents/guardians and adults authorized to pick up children.
4. The ECE playground is off limits at all times to parents, siblings, and other children with the following exceptions:
 - a. Family members' attendance at ECE special events such as parent workshops, Friday play group and other activities sponsored by the ECE Department.
 - b. Parents are always welcome to observe their child on the playground during their scheduled observation of their child.

5. CSDR staff may walk through the playground and are expected to close all gates upon entering and leaving the playground.

The Elementary playground is reserved for use by students enrolled in the Elementary program. The following guidelines have been developed to promote a safe environment for our students:

1. All Elementary students must be supervised on the playground by CSDR staff assigned.
 2. Students are expected to follow general school rules both inside the classroom and on the playground as well.
 - a. Refrain from rough play.
 - b. Follow instructions from staff immediately without argument.
 - c. Demonstrate the six pillars of Character Counts (ie. sharing, caring, turn-taking, empathy)
-

ES STUDENT GUIDELINES

- Lost articles and other items (eyeglasses, etc.) are displayed in the building.
- Please label all items (clothing, lunch boxes, etc.) for easy identification.
- Do not allow your child to bring any kind of toys, games, or phones/communication devices to school during school hours.
- Lip balms with glitter or lipsticks are not allowed.
- Day students are to be picked up by parents in the outside of MAC area.

Any homegoing changes must be emailed to ESoffice@csdr-cde.ca.gov no later than 30 minutes before dismissal time.

FAMILY DIRECTORY (EC49073)

The school distributes the CSDR Family Directory to all CSDR families. The directory includes parent/guardian and student names, addresses and phone numbers. If parents/guardians are interested in being listed in the directory, please indicate on the Student Information Form in the registration packet.

FAMILY LIFE EDUCATION (EC51930-51959, 51240)

California Education Code 51550 and 51551 states if classes are offered in public and secondary schools where human reproductive function and sexually transmitted disease or other topics related to sex education, it must be made known to the parents/guardians of each pupil. The notification must be in writing. Such notice must be delivered via mail or other modes used to communicate individually to all parents/guardians of the participating pupils. Parents/

Guardians must be given “reasonable” amount of time (at least 15 days) to be able to inspect the materials to be used and be able to withdraw their child from the class. No child may participate in a class if a request from the parent/guardian to authorize a withdrawal in writing, has been received by the school. Any written text or visual/ audio materials that are to be used in class that examine the human reproductive processes or sexually transmitted diseases are to be made available for inspection by parents/guardians at a time that is convenient and reasonable prior to the conduction of the course. Supplement to Education Code 51551: Senate Bill 2394 – Russell Bill

AIDS Prevention Education

Students in grades 7 to 12 must receive AIDS prevention instruction at least once in junior high/middle school and once in high school. (Section 32260-32262- this chapter shall be known and may be referred to as the Interagency School Safety Demonstration Act of 1985.) Assembly Bill 11

FREEDOM OF EXPRESSION (EC48907, 48950)

All students have the right to freedom of speech and freedom of press within the school environment, including, but not limited to: the use of electronic devices, the use of computers and video phones, social networking, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications, whether or not these publications are supported financially by the school.

The school prohibits expression that is obscene, libelous, or slanderous, or that incites students to create a clear and present danger, to commit unlawful acts on school premises, to violate lawful school regulations, or to substantially disrupt the orderly operation of the school.

LIBRARY

The objective of the Library services for students is to provide:

1. Loaning of books
2. Workshops
3. Storytelling programs
4. Library Skills

The library is open regularly during school hours when school is in session.

LUNCH PRIVILEGES

All High School students whose GPA is above 3.00 are permitted to pre-order a lunch via the FEAST program on specified days of the week. This food will not be allowed to be brought into the dining room and will need to be eaten outside.

Juniors and Seniors whose GPA is above 3.00 are permitted to leave campus during lunch on specified days of the week, but must have parent permission signed in advance and students will still need to sign out/in through the HS Office.

Students in the TOP program (5th year) are permitted to sign themselves out for lunch.

OUTSIDE MEDIA ACCESS

The California School for the Deaf, Riverside sometimes encounters situations where outside media such as local/national television and newspapers are interested in having photographers or reporters photograph or interview students. Because it is in the best interest of students at CSDR, the Deaf community and the community-at-large to be informed about the wonderful programs at our school, the Outreach Division is encouraged to welcome media representatives to school as long as their presence does not cause a disruption. In addition, CSDR may use student photos and/or interviews for *PAWSitive Reflections*, the school website or other school-related publications. CSDR requests that parents/guardians who do **not** want to permit news photographers or reporters to photograph or interview their children complete the *Outside Media Access Form*⁴ that is sent home.

If CSDR is notified in writing that a particular student should not be photographed or interviewed, staff will make every effort to ensure that the request is honored but cannot guarantee that a student will not appear in the background of a photo. If parents/guardians request that students not be photographed or interviewed, they also should tell their children that they should not talk to reporters or allow themselves to be photographed.

If CSDR does not receive a completed form from parents/guardians, CSDR will continue to include their children in these opportunities when it is appropriate.

PAWSITIVE REFLECTIONS

Quarterly publishing for parents and students and the community about CSDR’s students and programs are posted via electronic access.

CSDR’s Facebook www.Facebook.com/csdriverside

CSDR’s Website <http://csdr-cde.ca.gov/>

PHYSICAL EDUCATION PROGRAM (EC 35183, 49066[c])

All PE excuses (doctor's note or parent request) must be provided to Principal's office or Supervising Counselor first and they will forward the note to Student Health Center. PE staff will not accept doctor's notes nor parent's notes at any time. PE staff are instructed to follow the instructions from Student Health Center nursing staff only. The Student Health Center will evaluate the note and determine if it requires any restriction on PE activities and will then notify the Principal and all other appropriate PE staff. Parental excusals will typically only be permitted for a single day.

Students who provide a doctor's excuse will not be allowed to participate in any restricted PE activity. Excused students must still change into CSDR PE clothes (High School) and follow their PE teacher's instructions. Excused students may be assigned written work during the time they are not participating in PE activities.

- **Jewelry and Gum**

Due to safety reasons, the PE department reserves the right to require students to remove loop earrings, studs, and jewelry. Gum is not allowed in the PE area or gym at any time.

- **Lockers**

Each student has an assigned PE locker. Students cannot share lockers with other students. Students are required to store their PE uniform in their locker any time it is not being worn. The PE department is not responsible for lost or stolen PE uniforms. Students are to change from school clothes to PE uniforms in the locker room when their PE class begins.

- **PE Uniform**

CSDR requests that students purchase PE uniforms and that students in 9th grade and above change from their school clothes and shoes into PE clothes and non-marking gymnasium shoes that tie snugly (i.e., basketball, tennis or crosstraining shoes that are comfortable and non-restrictive for movement). Popular skateboarding shoes or any other kind of shoe without ties are not allowed. PE uniforms are to be worn only during PE class. Students are responsible for uniform upkeep and are required to wash their uniforms weekly. Students can add their names to their uniforms for identification purposes.

Students are not permitted to wear PE uniforms for swimming. They must bring their own proper swimsuit and towel when their swim lesson is scheduled.

Students are encouraged to wear the PE sweatshirt and sweatpants during cold or inclement weather. Students are not permitted to wear school clothes under their PE uniforms. Should a family elect not to purchase, student must wear a gray t-shirt and red shorts for PE.

CSDR PE uniforms are any combination of the following items:

- Gray t-shirt with Cub lettering on the front
 - Red shorts with Cub lettering on the front bottom left leg
 - Gray sweatshirt with "CSDR PE" under a bold "C" on the front
 - Gray sweatpants with "CSDR PE" under a bold "C" on top left pant leg
-

PUBLIC DISPLAY OF AFFECTION

Regardless of age, caring for others and showing affection are important parts of life. However, overt public displays of affection between two people that may cause discomfort or embarrassment to others are better expressed in private.

Public displays of affection are not appropriate in a school setting. This includes before or afterschool programs, including Residential, as well as off-campus activities or Athletic events. While there is nothing wrong with a simple show of affection such as a short hug, displays of affection such as kissing, caressing, petting, and prolonged physical contact in a school setting are not acceptable behavior. Violators are subject to disciplinary actions.

RELIGIOUS EDUCATION PARTICIPATION (EC49091.12, 51240, 51511, 51513)

Children may attend off-campus religious education classes and/or religious services if parents/guardians give permission.

The school is not responsible for a student's care during days that (s)he is absent for the purpose of attending religious activities. The place of worship is responsible for providing transportation and personnel to supervise the children during their absence from the school and while they are en route to and from the school and place of worship facility.

It is the parent/guardian's responsibility to inform the place of worship if they want their child to participate in services and activities and also to inform the place of worship of their address and phone number so that they can be contacted about the religious activities. In the event that parents/guardians desire to cancel permission for their child's attendance at the religious functions of the place of worship, it shall be their responsibility to inform both the place of worship and the school of the change. The place of worship also informs the school.

SIGN LANGUAGE CLASSES FOR PARENTS/GUARDIANS

Each year, the California School for the Deaf, Riverside offers sign language classes to parents/guardians and siblings. The classes are held on the CSDR Campus. Classes are offered at no cost to families. Typically, the first semester classes start in September and run for 10 weeks. The second semester begins after the New Year and runs for another 10 weeks.

STUDENT BEHAVIOR GUIDELINES

The Boys' Town Education Model is an example of a success-oriented program of personalized social skills instruction. Boys' Town has demonstrated that schools can significantly reduce discipline problems, while directly and humanely teaching vital life skills in a positive school climate. Boys Town is one of the few programs that can be integrated into the entire school day and across the curriculum, and can be applied by parents and guardians at home.

The staff at CSDR implemented the Boys Town Educational Model under the name Positive Attitudes Will Succeed (PAWS) in the daily instructional program and PEAK in the Cottage program. This program emphasizes relationship building, proactive classroom management practices, and social skills instruction to reduce behaviors that interfere with learning, and to empower students with self-management skills.

CSDR believes children should be educated in a healthy, nurturing, and supportive environment where lifetime habits are encouraged and reinforced. The PAWS/PEAK program contributes greatly to facilitating a positive learning environment where all students can obtain skills to reach their full potential.

The PAWS/PEAK program includes a social skills curriculum as defined in the Well-Managed Classroom. There are 16 essential skills and many intermediate and advanced skills that encourage students to accept responsibility for their behavior while motivating them to make the best choices that they can.

Social Skills:

1. Following Instructions
2. Accepting Criticism or a Consequence
3. Accepting "No" for an Answer
4. Greeting Others
5. Getting the Teacher's Attention
6. Asking for Help
7. Disagreeing Appropriately
8. Listening

Please contact your Principal/Supervising Counselor for more information about the PAWS/PEAK program.

STUDENT DEBTS (EC48904)

Parents/guardians are notified when students have outstanding debts. Debts may be paid in full or by an established payment plan. All debts must be paid prior to the beginning of a new school year. Students with debts may be denied participation in extra-curricular activities until the debt is cleared. Graduating seniors must clear all debts before graduation. Seniors with outstanding debts will not receive any official documents such as diplomas, certificates, or official transcripts.

STUDENT IDENTIFICATION CARD

There will be no replacement available for any lost Student ID. Temporary student ID without a picture may be provided at no charge.

VISITING ON CAMPUS

Parents/guardians/relatives are invited to visit classrooms and observe students after contacting the school office in advance to make an appointment. Parents/guardians/relatives must check-in at the school office. Visiting parents/guardians/relatives may take students to lunch during the lunch period after receiving permission from the school office.

Other visitors and friends of students may contact the school office to request permission to visit. If the visit is approved, visitors and friends must check-in at the receptionist's desk in the Brill Building to receive a Visitor's Pass. Then, they must check-in at the department office and be escorted to the visitation site.

VISITOR'S/PARENT'S CONDUCT ON CAMPUS (EC32210-12, 44810-11)

Parents, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus. EC sections 32210-12 and 44810-11, state that any parent, guardian or other person who disrupts school or extracurricular activities or fails to leave a school building or school grounds promptly upon request of the Superintendent or designee could be charged with a misdemeanor. If warranted, the school shall contact the police. Anyone who causes a disturbance or exhibits disorderly conduct is subject to prosecution in accordance with law. The appeal process is included in the EC sections.

Dress Code

Reason for the Dress Code (EC32282, 35183, 35183.5, 35294.2)

The California School for the Deaf strives to create a safe and secure educational and residential environment that allows for optimal learning experiences for all students. It is the CSDR Cabinet's and administration's belief that school dress influences student behavior. Students are expected to be neat and clean at all times and to dress and groom themselves in a manner that demonstrates respect and modesty. Therefore, the following dress code is in effect at school and at the cottage.

Note: The school reserves the right to take action, if necessary, if clothing or other items affect the safety, security, or appropriate learning environment of the school.

Appropriate Clothing

Clothing must be neat and suitable for school, activities and student organization meetings. In some Career/Technical Education classrooms, students must wear clothes and shoes that meet safety standards. **Students must also wear clothes that allow them to walk, sit, bend and stretch safely and modestly.**

Dress Code

- Clothing or jewelry which shows crude or vulgar images or language, drug or alcohol use, crime, violence, discrimination, profanity, bigotry, or intolerance against people on the basis of their race, ethnicity, national origins, religion, sex, or sexual orientation is prohibited.
- Exposure of bra straps is not allowed.
- Clothing designed or altered to expose undergarments or undergarments worn as outerwear is not allowed.
- Hats, hoods, and bandannas may be worn outdoor for protection from weather only.
- Skin-tight pants or shorts (i.e. spandex shorts, leggings, bicycle shorts) that are revealing are not allowed.
- Clothing designed or altered to show the stomach, midriff, shoulders, or other body parts is not allowed (e.g., straps less than **one** inch wide, short blouses/shirts unbuttoned below the sternum, low-cut, halter-tops*, spaghetti-strapped clothing* off the shoulder, see-through, fish-net, or "mesh" tops, etc.).
- Shorts, skirts, and clothing slits must be at mid-thigh length.
- PE clothes must not be worn outside of PE class.

- Unsafe footwear is not allowed (e.g., shoes with built-in wheels, beach flip-flops, shower shoes*, slippers*, spike heels, etc.).
- Wearing non-prescription sunglasses indoors are not allowed.*
- Wearing pajamas or other sleepwear is not allowed.
- Wearing imprints of military figures, guns, explosives, and violence are not allowed.
- Dangerous objects may not be worn or carried (e.g., chains, spikes, gauges, etc.).
- Hairstyles/coloring, body/facial piercings, clothing, make-up, tattoos, etc., which are disruptive to the educational environment are not allowed.

*Allowed after school in cottages only.

Students who wear clothes in violation of the Dress Code will be asked to change immediately. Parents/guardians may be asked to bring appropriate clothing. If it is not possible to change into appropriate clothing, the student will be required to change into clothing available from the department office. Students who repeatedly violate the Dress Code may be subject to disciplinary actions for defiance of school authority.

School Spirit Day

Every Thursday, students are encouraged to wear red and gray clothing to promote school spirit.

Announcements will be made to encourage students to wear special clothes to promote school spirit, the Character Counts program and other special activities.

Hair Styling/Coloring

Hair shall be neatly groomed and of a natural color. Aerosol cans are not permitted anywhere on campus. Hair styling tools may not be used in class. Students may not dye their hair while at school, in the dorm, or at any time while under the supervision of CSDR staff.

Body/Facial Piercing

Body/facial piercings (including ears) while under school care is not allowed at any time. Students may be referred to their family physician for a readmit to school.

Sun-Protective Clothing (EC35183.5)

Students may wear sun-protective clothing including hats outdoors. They may also use sunscreen indoors or outdoors without a physician's note or prescription.

Dress Code Guidelines for Athletes (EC32282, 35183, 35294.2)

The Athletic Department reserves the right to require students to follow a dress code established by their coaches during the season. Athletes are not allowed to

have their hair dyed with unnatural colors. Removal of any pierced loops or studs from an athlete's body will be required.

SCHOOL IS SERIOUS BUSINESS DRESS FOR SUCCESS

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE



Technology Use

Technology Acceptable Use Contract⁵

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending California School for the Deaf, Riverside (CSDR).

1. I recognize that my use of the Internet, network and computing resources at CSDR must be for education and research consistent with CSDR's educational objectives. I will not use instant messaging, electronic bulletin boards, chat lines or social networking websites (e.g. Facebook, MySpace) for personal use unless explicitly permitted to do so by school administrators. In addition, I will not reveal my personal information, home address, personal phone number, or those of other students, teachers, or staff members.
2. I recognize that transmission of any material in violation of federal or state regulations is prohibited. This includes acts of sexual harassment, hate violence, severe or pervasive intentional harassment, threats or intimidation that are committed by means of an electronic communication device or system (known as cyberbullying). It also includes, but is not limited to: copyrighted materials, materials protected by a trade secret, using school computers and networking resources for commercial activities, product advertisement or political lobbying. Due to the nature of the Internet, students may be able to access inappropriate information through the Internet such as vulgar jokes and indecent or obscene pictures and participate in related discussions. Students can also use computer systems to disturb or harass other computer users by using inappropriate language and media in communications on e-mail, the Internet and other electronic devices. CSDR does not approve of any of the identified inappropriate actions. In signing this agreement, I agree to not use the school computers for any of these inappropriate or illegal purposes.
3. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software, and I will not give, lend or sell copies of software to others. I understand that I will not be allowed to bring software applications, games or CD-ROMs from home or cottages to be used on school equipment, without proof of license and prior approval of appropriate school personnel.
4. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn passwords. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs or computer equipment. I will not attempt to breach network security.
5. I recognize that privacy of electronic mail (e-mail) is not guaranteed. People who operate computer systems have access to all e-mail. Messages relating to or supporting illegal activities may be reported to the authorities.
6. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own removable storage media (e.g. CD/DVD disk). I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.
7. I recognize that the use of the computer is a privilege, not a right. Vandalism or intentional modification of system setting will result in school disciplinary action. The school reserves the right to seek financial restitution for any damage I cause. Teachers or supervisors will deem what is inappropriate use, and their decision is final. Violations of the Rules and Code of Ethics described above will be dealt with seriously.

Digital Cameras, Video Cameras, Electronic Games or Music Devices

Personal digital cameras and video cameras are not permitted during school hours without the Principal's permission. Electronic games, music devices and other entertainment equipment are not permitted at school and after lights-out in the cottages. These items include, but are not limited to: hand-held electronic games; portable TVs; portable DVD players equipped with LCD monitors; radios; CD players; stereo boxes; MP3 players; and other electronic devices. When these devices are brought to the school instructional program, they will be confiscated and returned to the student at the end of school day. The consequences for repeating offenses are as followed:

1st offense – confiscation until end of school day.

2nd offense – confiscation for 48 hours.

3rd offense – confiscation for 3 days. Parents may pick up device.

4th offense – confiscation and Principal's office keeps for the remaining semester.

Phones and Communication Devices (EC48901.5)

In accordance with EC 48901.5, the governing board of each school district may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to texting and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision of school district employees.

Usage of such devices is banned during school hours, including during intervention period and while students are on school-sponsored field trips. Due to the severity of problems related to students using phones and other communication devices during the school day, students must turn off their devices during the school day and secure them in their lockers or backpacks. Devices that are seen (even in pockets) by school staff will be confiscated.

Coaches may determine whether the use of devices is appropriate during athletic activities and away-game trips. The usage of devices is permitted after school. Residential students may use these devices until bedtime except during study time. At bedtime, they must be placed in the device holder in the cottage. The device holder has the students' names on the pocket of the holder.

Students cannot share or borrow devices. CSDR is not responsible or liable for the loss or damage of any communication devices. CSDR will not be held accountable to investigate any lost, stolen or damaged devices if students do not adhere to the guidelines listed above.

Consequences for violating this policy:

1st offense – School: Device taken and returned to student at the end of the day. Cottage: confiscated for 24 hours.

2nd offense – School: Device taken and returned to student at the end of the week. Cottage: confiscated for one week.

3rd offense – School: Device returned at a parent conference. If student is found with a device after this meeting, (s)he will be suspended for each infraction (defiance of school authority). Cottage: confiscated for two weeks.

Devices with camera or video capability are monitored for highly sensitive dangers. If photo/video is taken in a bathroom, bedroom or locker room, devices will be confiscated immediately. Parents/guardians/students will be requested to keep it at home for the remainder of the school year.

ES/MS Day Students – Devices must be turned in Principal's office prior to beginning of 1st class. Devices may be picked up after last class ends.

HS Day Students – Devices must be kept in backpacks or lockers. No devices are allowed to be stored in student's clothes or pockets.

ES/MS Residential Students – Devices may be used after school ends until bedtime except for study hour and any special activities that warrant restriction on using devices. Students do not bring them to the school, except on Fridays.

HS Residential Students – Devices may be used after school ends until bedtime except for study hour or educational hour. In the morning, devices may be picked up at 7:30 a.m. prior to leaving for breakfast to be secured in backpacks or stored in lockers.

Student Usage of Computers on Campus

Using computers is considered a privilege, not a right. This privilege may be revoked if a student fails to follow expectations.

- All students will follow the school policies as they relate to computer usage. Failure to do so may result in the loss of technology use privileges.
- Food, snacks, and drinks cannot be consumed or stored near any computer area.
- Socializing is not allowed in computer labs. It is expected that students are in the lab to do productive work on computers. Students are to use their time wisely.
- Students must be ecologically sensitive by conserving paper and printer ink. Students need to do a "Print Preview" before printing. They are to ask their teacher or dorm counselor for assistance.
- Students must not share their passwords with other students. If one does, (s)he is fully responsible for whatever happens to his/her files which may be changed, or deleted.
- Students must not try to open or use another student's account.
- Students must save files on the network server. No USB, flash drive or other storage devices are allowed when using school's computers.

Before students may use any school computer on campus, they must first sign the Acceptable Technology

Students are not permitted to be in possession of any signal or laser device while on campus. These devices will be confiscated and will be returned to parents/guardians to take home.

Videophone Usage During School Hours

Students are not allowed to use a videophone for any reason without permission from the Principal or teacher.



High School General Information

Academic Honesty

Students are required to sign a contract which specifies expectations for academic honesty.

- I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own. I will not receive unfair assistance from another student, parent, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
- I will keep focused and not talk to other students, look at anyone else's paper, or allow anyone else to see my paper.
- I will not consult other unauthorized material or information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.).
- I will not plagiarize. I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit.
- I will not take material from the Internet or another student's electronic files and use it as my own. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
- I will follow the directions of my teachers regarding whether it is acceptable to give, receive, or ask for help on homework.
- I will not communicate exam information or answers during or following an exam.
- I will not retrieve unauthorized information on paper, in electronic form, or from another student during a test.
- I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.
- I will not arrange to have access to information during tests.
- I will not claim credit for work that is not the product of my own honest effort.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.
- I will refrain from other behaviors that constitute cheating or plagiarism.
- I will not tolerate any of the above.

Any student who breaches this Academic Honesty Contract may be subject to disciplinary action such as:

- class suspension for one day
- parent contact
- incident report
- referral to Inter-disciplinary Team (IDT)

Behavior Guidelines

High School students are expected to demonstrate proper behavior at all times and use good judgment when socializing with younger students. Behavioral guidelines are explained to each student, and each high school student, parent/guardian and Principal or Supervising Counselor must sign the form.

Class Changes

High school students may request class changes through their Educational Advisor during the first 5 days of a semester. After the first 5 days of a semester, student requests for class changes are not honored. Students may not request class changes at the end of a quarter. Class changes requested by teachers for valid reasons may be made after the first 5 days of the semester.

Course Requirements for Graduation

Graduation requirements vary depending on when the student entered the High School program and which graduation tracking they are in. Contact the High School Office or Educational Advisor for more details.

Educational Advisor

Educational Advisors (EA) provide comprehensive academic guidance and facilitate communication among students, parents, and teachers. EAs help students monitor and accept responsibility for their academic progress.

Each student is assigned to an EA who meets with the student and contacts parents/guardians as needed. The EA helps the student develop plans to meet academic goals and enhance achievement. The EA maintains regular contact with teachers, school counselors, coaches, the athletic director, dorm counselors, and other staff who work with the student.

Participating in the Senior

Activities/Graduation for Seniors (EC56390-56392, 56391, 56026)

Per California *Education Code (EC)* sections 56390–56392, CSDR allows students with disabilities to participate in graduation ceremonies and activities. They may participate whether or not they have completed all state and local graduation requirements for a diploma or certificate or document of educational achievement.

The California Department of Education (CDE) is committed to ensuring that all students with disabilities achieve to their maximum potential. It is also important to recognize each individual student's efforts in this regard. California law provides a way to recognize students with disabilities who are unable to earn a high school diploma or who have not completed all graduation requirements by the end of grade 12.

A student with disabilities who does not meet all state and local requirements for earning a high school diploma, **may** be awarded a certificate or document of educational achievement or completion if any one of the three criteria outlined in *EC* Section 56390 are met. Awarding a student with an actual certificate is a local decision.

However, any student who meets any one of the three criteria, whether or not they are receiving a document such as a certificate or a diploma, **shall** be permitted to “participate in any graduation ceremony and any school activity related to graduation in which a pupil of similar age without disabilities would be eligible to participate,” such as walking in graduation ceremonies with their class. (*EC* Section 56391)

Following are the three criteria outlined in *EC* Section 56391:

- (a) The individual has satisfactorily completed a prescribed alternative course of study approved by the governing board of the school district in which the individual attended school or the school district with jurisdiction over the individual and identified in his or her individualized education program, or
- (b) The individual has satisfactorily met his or her individualized education program goals and objectives during high school as determined by the individualized education program team, or

- (c) The individual has satisfactorily attended high school, participated in the instruction as prescribed in his or her individualized education program, and has met the objectives of the statement of transition services.

If a student with disabilities, who is scheduled to earn a high school diploma by the end of their senior year, has not met all graduation requirements, the district is still responsible to provide free appropriate public education (FAPE) to the student until they complete their graduation requirements or turn age twenty two, whichever comes first, even if the student has participated in a graduation ceremony (*EC* Section 56026). The individualized education program team will determine appropriate annual goals and special education supports and related services, and also will determine the appropriate educational setting that will (a) prepare the student to meet all graduation requirements by age twenty two or; (b) provide the student with functional life skills and vocational preparation until age twenty two. Should the student and/or parent refuse the offer of FAPE, the student may exit special education and the district may award the student with a certificate of completion.

Restroom Use

Students may use the restroom before and after school, during lunch, and between classes. Students must have a pass to use the restroom during class. Restroom passes are not issued during the first and last 10 minutes of class. Students are responsible to keep the restrooms clean.

Student Work Permit Requirements

Students who want to work in the community and are under the age of 18 must have a work permit. Students or parents/guardians may contact the Transition Coordinator or CTE Principal to obtain information about obtaining a work permit and regulations. The parents/guardians and employer complete the *Statement of Intent to Employ Minor and Request for Work Permit* form⁶ and give this completed form to the Transition Coordinator or CTE Principal. If all information is in accordance with federal and state laws, the Transition Coordinator or CTE Principal will approve the permit and sign as the verifying authority and issue the work permit to the student.

Transition Services (EC56460-56472)

The Transition Partnership Program (TPP) is a school-to-career collaboration between the Department of Rehabilitation (DOR) and CSDR. High school juniors and seniors who have the legal right to work in the United States and who can be competitively employed are served under this cooperative program.

The purpose of TPP is to provide juniors and seniors with the skills necessary to meet the demands of today's workplace. TPP enables students to transfer their classroom experiences to the workplace by allowing them to participate in both on-campus and off-campus work experience.

TPP staff work with DOR counselors to identify needed services and support for students transitioning from CSDR to work or post-secondary training programs.

WorkAbility is funded and administered by the California Department of Education to assist students with identified educational needs by preparing them for the world of work. While many students may desire job placement, not all are job-ready. Students are assisted in developing pre-employment skills such as proper grooming, interview preparation, job performance expectations, and job retention skills. If it is determined that a student is job-ready, a job or training site is sought for them. WorkAbility staff also arrange an annual Career Awareness Day to expose students to a variety of career opportunities.

Workability and TPP Services

Both WorkAbility and TPP provide students with access to a career center, opportunities for job shadowing, tours of work/training sites, assistance with transition plans, and information about job/career planning.



High School Athletic Program



Mission Statement

The Mission of the California Interscholastic Federation (CIF), Southern Section (SS) is to prepare student-athletes to practice ethical behavior including fair play, integrity and adherence to rules. All CIF athletic contests will represent in perception and practice, the appreciation for athletic excellence and the shared educational experience of competition. All individuals associated with athletic activities will be aware of and responsible for their influence on the behavior of others and be models of good sportsmanship.

As a member of the CIF/SS and the National Federation of State High Schools Association (NFSHSA), CSDR follows all CIF/SS and NFSHSA regulations.

CIF Requirements

Probation Status

Each athlete must meet the eligibility requirements of CSDR's Academic Probation Policy. (See page 13.)

Number of Years in High School

An athlete cannot have more than 8 consecutive semesters of attendance in high school.

Parental Consent

Each parent/guardian must complete and sign the medical authorization form, participation form, and other medical forms required by the school.

Commitment

Each athlete must be dedicated to being a scholar-athlete. Each athlete must make a commitment to attend all practices, contests, and team meetings. Athletes must be willing to sacrifice their own desires for the good of the team. Athletes are required to sign an agreement from CIF and CSDR Athletics before being allowed to participate in sports. Proper conduct is expected at all times, on and off the playing fields/courts.

An athlete is expected to stay on that team until the season is finished. Athletes who quit a team any time after the first game lose all rights and recognition as a

team member including awards, letters, and post-season honors. They also are ineligible to participate in a sport the following season including the spring to fall seasons.

After-School Detention

If an athlete is assigned after school detention, the athlete is expected to show up for detention first, and then attend practice or a game. Required attendance at after-school detention may result in missing a trip to an away game.

Attendance

Attendance is critical to the basic development of individual skills and fundamentals as well as a sound foundation for team discipline, unity, spirit, commitment, and loyalty. It is the obligation and responsibility of each team member to attend all scheduled practices, team meetings, special events, and games with an emphasis on punctuality.

All participants must be present and on time for all team meetings, practices, trips, and other scheduled activities, except when permission to be excused is granted by the Athletic Director, sports coordinator, Principal, or coach. A team member who misses practice or team meetings may face reduced playing time. Unexcused absences result in a loss of participation time in the following game and may lead to being dismissed from the team.

All team members are expected to attend 4 or more classes on the day of a game or practice. Any student absent from class on the day of a game or practice will not be permitted to participate that day unless an excuse has been granted by the Principal, Athletic Director, or sports coordinator. Team members who are sick and miss 4 or more classes on a game or practice day will not be allowed to dress out.

Attending School After Trips

All team members are expected to attend school the day after a school-sponsored trip. Athletes who are tardy or absent for any reason the day after a trip are not allowed to play in the next game. Exceptions may be made for athletes who present a note from a doctor.

Concussion Facts

All athletes are provided with information from the CDC on concussion facts and prevention⁷. Athletes with suspected concussion will not be allowed to continue to participate or practice until clearance is obtained by a physician.

Dress Code

Coaches reserve the right to require students to follow a dress code. Athletes are not allowed to have hair dyed unnatural colors. Students with piercings that may affect safety during a game or practice are required to remove them.

Early Departure from Class

Team members are responsible for making arrangements with teachers to make up classwork and assignments missed due to early departures for games. Athletes are not permitted to use athletic events as an excuse for not completing assignments.

Nutrition Aids and Supplements

The student must have signed parental consent to use nutrition aids or supplements. Supplements must be in the manufacturer's container labeled with student's name. Supplements may not be shared with others or taken into the cafeteria. A violation of these requirements results in confiscation of the supplement and may lead to disciplinary action.

Road Trips

Athletes are required to ride with the team and coaches for away games. No individual transportation is allowed. Athletes who miss the bus/van are not allowed to attend the game.

Rules and Expectations

Athletes are expected to follow all CSDR rules and policies. Coaches may establish additional rules and expectations for their respective teams. Rules and expectations are clearly explained at the beginning of each season. All students/parents are required to sign the CIF – SS Code of Ethics for Athletes in order to participate in the Athletic Program⁸.

Sportsmanship

Parents, coaches, and athletes are to conduct themselves in a positive manner by cheering for their own team and by supporting officials' calls and coaches' decisions. Spectators and participants are expected to show respect to officials, coaches, or athletes at all times during a competition. Inappropriate conduct may result in removal from the game and denial of access to any further games.

Each student-athlete **must** sign an annual Informed Consent and Awareness of Sports Injury Risk Warning agreement⁹ before participating as a student-athlete in any athletic event.

Team Designations

(1) STUDENT TEAM - Whenever the school provides only a team or teams for boys in a particular sport, girls are permitted to qualify for the student team(s).

(2) BOYS' TEAM - Whenever the school provides a team or teams for boys and a team or teams for girls in the same sport, girls shall not be permitted to qualify for the boys' team(s) in that sport, nor shall boys be permitted to qualify for the girls' team(s) in that sport.

(3) GIRLS' TEAM - Whenever the school provides only a team or teams for girls in a particular sport, boys shall not be permitted to qualify for the girls' team in that sport unless opportunities in the total sports program for boys in the school has been limited in comparison to the total sports program for girls in that school. Permission for boys to qualify for a girls' team must be secured through petition by the school principal to the CIF State Federated Council.

(4) MIXED TEAM (CO-ED) - Whenever the school provides a mixed or coed team in a sport in which the game rules designate either a certain number of team participants from each sex or contains an event that designates a certain number of participants from each sex, boys shall not be permitted to qualify for the girls' positions on the mixed team nor shall girls be permitted to qualify for the boy's positions on the mixed team.

Tryouts

Athletes are required to participate in scheduled tryouts in order to qualify for the team. An athlete who does not qualify for one sport may try out for a different sport during the same season.

Uniforms and Equipment

Athletic uniforms and equipment are loaned to team members for the duration of the season and are to be worn or used only in games and practices. Athletes may wear uniforms or equipment at pep rallies or other special events after receiving permission from the coach or Athletic Director. Athletes must return uniforms and equipment to coaches at the end of the season or any other time at the request of a coach.

Athletes are required to pay for lost/damaged uniforms and/or equipment. Until debts are paid, athletes are not allowed to participate in any future sport nor attend the end-of-the-year athletic banquet.

Vandalism

Athletes must take care of athletic equipment and on/off campus facilities at all times. Any athlete who violates this rule is not allowed to participate in a sporting event without permission from the Athletic Director.

Weightlifting

Head coaches require athletes to participate in a weightlifting program to ensure fitness and reduce the risk of physical injury.

Unnecessary Roughness

Unnecessary roughness during a game is not permitted. Athletes involved in a fight during a game receive a one-game suspension. If the same athlete is involved in an altercation a second time during the season, the athlete is removed from the team immediately. The athlete is required to have a conference with parents/guardians and the Sports Coordinator before being allowed to participate in the following sports season.

Tobacco, Alcohol and Drug Abuses

CSDR does not permit the smoking or use of tobacco, or any product containing tobacco or nicotine products by students while on campus, while attending school-sponsored activities, or while under the supervision of school employees. Students who are 18 and older who have a prescription for marijuana for medical reasons are prohibited from being under the influence or possessing marijuana while on school grounds or at any school-sponsored event on and/or off-campus. Violation of this policy results in disciplinary action as outlined in California Education Code Section 48901.



Residential Life Program

General Description

The Residential Life staff is responsible for the care and welfare of students whether the students are on campus or off campus after school until students go to classes in the morning and on the weekends if there are special events.

The Student Life Office hours are 8am to 5:30pm. The Director of Residence, Supervisors of Residence Programs (SRP) or office technician are available to assist parents/guardians and students during these hours. Supervising Counselors' (SC) offices are stationed at different cottages, and their hours are varied to cover our 24 hour program. Most SCs are available from 7:00pm to 12am on Sunday and between 2:00pm to 12am Monday through Thursday. Please contact your child's SC for their hours.

Parents/Guardians of day students are responsible for their children before and after school unless they arrange with their SCs to have them participate in after-school activities, including athletics.

Residential Students' Right to a Safe School

Students who reside in the cottage as residential students have the right to live in an environment that is free of unsafe situations and feel secure. Safe school means you are entitled to the following points:

- All residential facilities are in good condition
- Rules, expectations and Ed Code 48900 are clearly defined
- Students are protected and well supervised
- Regulations and laws are enforced and respected
- Students' behaviors are under control and demonstrate harmonic behaviors
- Programs and activities are offered that are safe and fun

When you feel or encounter a situation where it may be unsafe, you are expected to do the following actions:

- Report to staff immediately
- Move away from unsafe situations
- Protect yourself from harm. Do not retaliate but use self-defense only if you are potentially being harmed
- Say 'no' if you are asked to do things that are illegal or inappropriate. Some examples are:
 - Someone asks you to steal mobile device from student's backpack

- Someone asks you to go off-campus without permission
- Someone asks you to perform sex acts
- Someone asks you to do a favor by holding drugs in your bedroom
- Someone asks you to help this person by hurting another student
- Someone asks you to keep quiet when this person damaged school property
- Someone took pictures of another student without clothes on and showed it to you

If you said 'no' to any favor but you know the situation may be illegal or inappropriate, you are to report to staff for assistance. If you are unsure if it is illegal or inappropriate, please report to staff for safety reasons. By reporting to CSDR staff, you are protecting yourself.

If you observe unsafe conditions such as a broken window, uneven sidewalk, lights not functioning properly in a darkened area, or the like, you are to report to staff immediately.

CSDR values an environment that is safe, enjoyable, respectful, and supportive and creates a positive experience for all students who attend CSDR as residential students. You have the right to protect yourself at all times by saying 'no' to any favors and/or reporting to staff if you know of any illegal or inappropriate activities by other students.

Thank you for your SUPPORT!

After-School Programs

The Student Life cottages coordinate a variety of activities after school that are designed to keep students occupied as well as for learning experiences. The program includes intramural and recreation programs in which boys and girls can participate as they choose.

Day Student Staying After School

With approval from Supervisor of Residence Programs (SRP), day students who stay after school for various activities such as athletics, high school after-school programs (ASP), organization meetings, Scout meetings or other activities must sign in at their assigned cottages. Elementary and middle school day students must be signed out by their parents/guardians when the parents/guardians come to pick up their child. For evening activities, day students are to go home after

school and be brought to school for the activity and be picked up immediately afterwards.

On Sunday (or Monday on holiday) evenings, high school day students with notes from teachers are allowed to work on assignments or class projects with residential students, not to socialize.

Day students who are not participating in after-school activities are to go home right after school; there is no loitering on campus. If their teachers give them detention, they still need to go home afterwards. Students not in compliance with this policy may face consequences.

Cottage Study Hours

Structured study hours are provided to our students in cottage. In Residential Life cottages, the students generally have an hour and a half study hour. Elementary study hour is from 30 to 60 minutes. Middle School study hour is generally 60 minutes. High school students who are on Peak's Gold Level are free to study on their own. Students with GPAs below 2.0, are required to study in designated areas in the cottages and may have extra study time. All students needing more time to study can have more time as needed. Educational program will be offered to students who do not have homework assignments. Parents/Guardians are welcome to call counselors to find out their study hours as they vary from one cottage to another.

Study Time Expectations (ES/MS)

- Students are not allowed to have their communication devices with them during study time.
- Students sit at their assigned tables. Students raise their hands and ask permission to get up before leaving their seats.
- Students show cottage counselors their completed assignments.
- Students are not to do homework in their bedrooms.
- Students are not to socialize during study time.
- Students ask their teachers for a note if the teacher says to study with a partner.

Consequences for Unfinished Homework

1st and 2nd time:

Provide students with academic support.

3rd time and beyond per course:

- Call parents and inform them about unfinished homework with guidance from the counselor
- An additional 30 minutes of study hour
- Lose daily privilege for the day
- Lose the Movie Night or off-campus trip privilege

Note for parents/guardians: On Sunday evenings, students who arrive back on campus without finishing their homework often do not have time to complete it before school the next day and can be marked with incomplete homework.

Cottage Activity Expenses

Supervising Counselors will maintain student accounts for elementary, special needs and middle school students. Parents/Guardians may send money directly to the designated counselor of each co^o age on Sunday evenings or by mail.

High school students are responsible for their own spending money, but they are encouraged to give their cottage counselors for safekeeping if they have large sums of money.

Parents/Guardians are asked to send only cash or money orders made out to "CSDR." Students are encouraged to give the cash or money orders to their cottage counselors immediately upon return to the school on Sunday evening, or any first night back to school. Monies are secured in each department's safe box. Cottage counselors maintain student accounts and distribute funds to students when needed or by request. Parents/guardians will be contacted by cottage counselors regarding extra money for field trips, property damage costs, and other items.

Dining Room Behavior Expectations

All students are expected to behave appropriately during meal times.

- Hats and hoods are to be removed before entering in the cafeteria.
- Students are to remain seated while eating.
- Students are not to pound on tables.
- Students should use good manners while sitting at their tables.
- Trays and eating area should be cleaned up when finished eating.
- Chairs should be pushed in before leaving table.
- Students are not to share food with other students.
- All food is to be consumed in the dining room.
- Students who are disruptive or defiant toward staff may be asked to sit separately from other students and be given a bag lunch the next day or restricted from future activities.
- Day students are provided a free lunch everyday
- Day students who bring their own lunch from home may not take food or dessert from the cafeteria. They can have milk, water or drinks.
- Students who have deliveries (ie. pizza) or take-out food sent to campus must eat their lunch in an alternate supervised dining location (ie. classroom).

Bedtimes

High School

Bronze – 10:00pm; Silver – 10:30pm; Gold – 11:00pm

Middle School

Bronze – 9:00pm; Silver – 9:30pm; Gold – 10:00pm

Elementary School

Bronze – 8:30pm; Silver – 9pm; Gold – 9:30pm

Cottage Bedrooms

- No food is permitted in rooms
- Only drinking water is allowed
- All suitcases will be kept under bed only
- Posters/pictures may be posted on bulletin boards only
- Beds and dressers shall remain at the same location
- Windows shall remain locked at all times
- Towels may only be hung on the hooks on the back of the entry door
- Keep bedroom clean at all times
- No visitors other than roommate are allowed to enter your bedroom
- Restroom in you pod is limited to students who reside in one of the bedrooms in that pod area only.

Cottage Restrooms

CSDR values the respect and privacy of students who use pod's restrooms in the cottage. The expectation when using the restroom is as follows:

- Respect students' privacy at all times
- When using shower, only one student will be allowed to use shower stall at all times
- When using restroom stall, only one student will be allowed to use restroom stall at all times
- Only students who reside in pod's bedroom use pod's restroom

Cottage Progress Reports

Parents/Guardians of residential students will be informed of their child's progress in the cottage and after-class activities. Since each child's personal development is an important aspect of the 24-hour educational program at the school, progress reports will assist us in helping your child to become a well-rounded individual before completion of his/her education. Progress reports are sent to parents three times per academic year.

In order to form partnership between cottage staff and parents, parents and cottage staff will determine which communication methods work best for us to keep parents informed about child's progress in the cottage.

Medical Emergency

Counselors or staff members shall transport students to the hospital in case of emergencies only. CSD does not provide transportation for routine medical appointments.

Movie and Video Games

For movies to be shown in cottages, they must be rated no higher than "PG" for elementary and "PG-13" for middle school and high school.

For video games, they must be rated no higher than "E" for elementary and "T" for middle school and high school as recommended by the Entertainment Software Rating Board (ESRB).

No movies or video games will be allowed in bedrooms. Any movie/game must be viewed/played in common area.

Off-campus Activities for HS Students

High school students may only go off campus to designated, supervised town visits on scheduled dates. Under no circumstances, except for students who work off-campus, is any student allowed to go off campus alone. Adult students are required to follow the same privilege levels.

PEAK Privilege Levels

Bronze: Mondays only with chaperones; 7:30pm – 8:30pm

Silver: Mondays (Target only) and Wednesdays without chaperones; up to 2 hours anytime between 3:30pm and 8:30pm

Gold: Monday – Thursday; up to 2 hours anytime between 3:30pm and 8:30pm

Town Visits

High school students on town visits are expected to follow these rules.

Students will:

- Inform their cottage counselors and sign out in order to be allowed to go off campus.
- Cross streets using crosswalks.
- Be on their best behavior at all times.
- Not loiter around in any store.
- Walk or ride in state vans.
- Lose their next town visit privilege if they return past 2 hour limit or after 8:30pm.
- Lose town visit privilege for one month if caught stealing.
- Not go off campus at any other time unless they are with their counselors.

For any school-related events either on or off campus, all students are to follow the allocated time of the event. If students want to be on their own after an event, they must be released to their parents/guardians first. If adult students choose to leave on their own (following the PEAK privilege system), they must sign a release form and get signed permission from an SC or SRP. Parents/Guardians making special requests must check with the students' SRPs for approval.

Academic Probation (HS Cottage)

Students who are on Academic Probation Restriction/With Privilege (APR/APP) and Academic Probation will be required to attend scheduled homework hour (6:30-7:30pm).

Missing/Stolen Items at Residential Life

If students or their parents/guardians report missing or stolen items that happen while in the care of Residential Life, staff members will investigate and make a report to supervisors, parents/guardians and/or police. We are not responsible for replacing any missing/stolen items.

Bicycles, Scooters, Skates and Skateboards

The Middle School and High School Student Life Programs allow students to bring their bicycles, scooters, skates and skateboards or similar devices on campus. Motorized scooters or similar devices are not allowed. Students are allowed to ride their bikes only at certain times and with counselor permission. There are conditions to follow, and all students are expected to comply.

The students are expected to:

- Ride bikes, scooters or skateboards on the campus in a safe manner at all times.
- Park and lock their bikes at designated bicycle racks.
- Wear a helmet at all times when riding bikes, scooters or skating, according to state law.
- Ride their bicycles off-campus at specified times given by the counselors. We must have parent/guardian's consent prior to this.
- Not loan his/her bike, scooter, skates or skateboard to another student.

Violation of any of these rules will result in the following penalties:

1st Offense: vehicle or equipment taken away for one week.

2nd Offense: vehicle or equipment to be left home for one month.

3rd Offense: vehicle or equipment to be left home for the remainder of the school year.

Elementary students are not allowed to bring their bicycles on campus. Bicycles are not permitted to be

brought on school buses. Elementary cottages do have their own bicycles for students to use after school hours.

Swimming Pool

Residential Life provides certified Red Cross lifeguards to monitor the pool at all times. Swimmers must wear their own swimsuit and have a towel. Only proper swimming suits allowed. Cutoffs must be hemmed. No T-shirts or PE uniforms are allowed.

- No running, playing, pushing on the deck
- No standing or sitting on other people's shoulders
- No bobby pins, hair clips or other metal objects in the pool
- Diving area must be kept clear of other swimmers
- No diving in the shallow end of the pool
- No splashing on the deck
- No dunking
- No pretend drowning
- Do not distract lifeguards or standbys.
- No hanging or climbing on diving board, ropes or fences
- No food, drinks or glass containers are permitted in any part of the pool area

Disobeying minor rules will result in a warning (first time), sitting on the bench for 5-10 minutes (second time), or no more swimming for the day (third time.) A serious refusal to obey could cause immediate removal from the pool.

THE LIFEGUARD'S DECISION IS FINAL AND MUST BE OBEYED BY ALL!

Vehicles Driven by Students

Any student who produces a valid California driver's license, current registration, and appropriate insurance documents is allowed to submit an application for approval to drive a personal vehicle on campus.

- Completed Vehicle Contract¹⁰ on file.
- All motor vehicles must be registered with the High School Principal.
- Parking is allowed only in designated parking spaces in the high school area.
- Reckless or inappropriate driving is not permitted on campus.
- Driving is allowed on the streets only.
- The maximum speed limit on campus is 15 miles per hour.
- Drivers shall follow the law as defined by the California Department of Motor Vehicles.
- Students must not allow other persons to drive the vehicle.
- Students may not transport passengers under 18 years of age. With parental permission, exceptions may be made for siblings who are CSDR students.

- School personnel reserve right to search a student's vehicle for possible violation of school policies.
- The school is not responsible for any items or valuables that may be stolen from the vehicle.
- The school is not responsible for any damage to the vehicle.
- Required documents and related information must be kept up-to-date (e.g., car insurance, driver's license, type of car, vehicle registration, vehicle license plate, etc.).

Consequences for not following vehicle policy:

- 1st offense – Loss of all car privileges for one week
 2nd offense – Loss of all car privileges for two weeks
 3rd offense – Loss of all car privileges for the rest of the year

Check-in/Check-out Procedure

High School students are required to keep cottage staff informed of students' whereabouts while under cottage's care. Students are required to sign when checking in the cottage and sign out when visiting other parts of campus or off-campus. Students will be given consequences if failing to follow the procedure. Repeating occurrences may result in losing additional privileges.

Kitchen and Refrigerator

Beautiful cottages offer kitchen and refrigerator for students to enjoy the foods they bring from home. Students are expected to be responsible when using kitchen to prepare meals as well as refrigerator to store perishable foods. Students may use kitchen for food preparation and refrigerator for storing foods on the following conditions:

1. Students are required to get approval from cottage staff before using stove or cooking vessels;
2. Students are to keep kitchen clean after using for food preparation or cooking;
3. Return all kitchen utensils, cooking pans/pots back to where it belongs;
4. Familiarize the safety when using appliance and cooking equipment

Personal Foods

Students may bring foods from home for personal use on the following conditions:

1. Portions will be limited to one week of food supply;
2. Perishable foods must be consumed before expiration;
3. Any perishable foods that are opened must be disposed at end of week before going home for the weekend;

4. No foods will be stored any place in the cottage except in the pantry room or refrigerator;
5. Put name for identification on your foods

Videophone Usage in Cottages

- Permission to use the videophone is required from cottage counselors on duty, and students must have valid passes.
- Appropriate language must be used at all times.
- Calls are not permitted between school and cottages. No lewd acts or behaviors are allowed while using the videophones or web cameras.
- There is a limit of 15 minutes per call.
- Only one person may use the videophone at a time.
- No videophone calls are allowed during study hour and in the morning.

All students are to stop using the videophone 30 minutes prior to bedtime.

Computer Use for Cottage Students

The cottage computers are available to students primarily to support academic performance. The computers are used for homework first, personal/entertainment use second and on a limited basis. The use of the cottage computers is a privilege, not a right. Students are not allowed to: make copies of software and give, lend, or sell copies of software to others; bring games or CD-ROMs from home and use them on the cottage computers; download any information; try to learn other's passwords; copy, change, read, or use files from another user; attempt to get access to system programs or computer equipment; use the computers to disturb or harass others; use inappropriate language on the computer; use threatening or obscene language on the computer; use instant messaging, electronic bulletin boards, or chat lines; type their home address or personal phone number on the computer; look for websites with inappropriate jokes, pictures, or discussions.

Students must permit staff to see what they have typed or what they are viewing on the computer anytime staff request to see the screen.

If a student uses the computer, web camera, digital camera, video camera, or other devices illegally, the incident may be reported to the police.

Students are to save all work on the network server. Files that need to be saved on another device to save storage space must use a CD/DVD or request the teacher move the files into another server file. Large sized files with video or images may be too large to send across the email system.

Vandalism or intentional modification of the computer will result in disciplinary consequences. When students

have purposefully tried to change the system settings, parents/guardians/students will pay retribution costs to repair/replace computers.

All students are to stop using the computer 30 minutes prior to bedtime.

For Middle School cottage students only: After homework completion, students are allowed to check email, surf the web, or play computer games 15 minutes a day on the cottage computer.

Counselors will explain the policy, rules, requirements, and consequences to students, and students are to sign

forms stating they will follow the policy and rules about computer use in the cottages.

Students who break the policy or rules are denied access to cottage computers for one to four weeks, and parents/guardians are informed. Serious or repeated infractions can lead to suspension. Parents/guardians may be asked to meet with staff regarding serious or repeated infractions that can lead to complete loss of computer privileges in the cottage for the rest of the school year.



Transportation

Transportation for Residential Students

CSDR provides transportation to and from school for residential students, following the school calendar including optional transportation on the first and last day of school. Buses pick up and deliver students at designated stops and times.

Transportation booklets with the designated stops and time schedules are given to new families when they enroll, and yearly schedules are distributed to all families before each school year starts. Special schedules for early dismissal days are also included. Additional schedules can be obtained from the Transportation Office.

Transportation for Day Students

The transportation of day students to and from CSDR is the primary responsibility of your local school district. CSDR does NOT route, dispatch or schedule day student bus stop times.

CSDR do, however, act as a liaison between CSDR, your local school district and parents.

Transportation Office Hours

Monday-Thursday:..... 8:00 am–5:00 pm
Friday: 8:00 am –8:00 pm
Sunday:11:00 am–8:00 pm

Contact Information

Transportation Coordinator – Julie Muhammad
Phone: 951-248-7700 x6590
Fax: 951-782-4106
jmuhammad@cldr-cde.ca.gov
Julie.muhammad@vzw.blackberry.net (mobile)

Sunday Supervisor – Antonia Clark
Video Phone: 951-824-8088 (VP/español)
Fax: 951-782-4106
Antonia.clark@vzw.blackberry.net (mobile)
Text: 951-830-1918

Changes in Transportation Plans

Parents/Guardians must submit a Change of Homegoing Plan Form¹¹ at least two days beforehand or as soon as possible. Parents' signature is required and may be sent via fax or email with scanned document.

Address or Contact Information Changes

In order to ensure that all students are traveling on correct transportation, it is crucial that the Transportation office have the current parent/guardian's address and contact information and for emergencies.

For day students, it may take school district up to 5 to 10 working days to change their schedules.

Passenger Safety Program (EC39831.3)

Residential students who do not behave properly on the bus will be put on the Passenger Safety Program list. They can have either a minor or a major infraction, depending on their behavior. First minor infraction the students will receive verbal warning and parents will be notified. Second minor infraction the students will receive a consequence and parents will be notified. Third infraction will result in loss of one round trip of bus trip. Parents will be responsible for the transportation. First major infraction will result in suspension of one round trip of bus trip.

For day students, consequence will be given in accordance with student's school district's policies.

Permission to Visit on Weekends

Residential students who want to visit a friend who rides the same or other residential bus need to fill out the Weekend Guest Form¹² and Weekend Host Form¹³ and give the forms to their cottage counselors one week prior to the visit. This ensures that our staff know at which stop the students are to get off the bus, and it communicates parents/guardian's written permission that the child can be picked up by the other student's parents/guardians. If parents/guardians want to come to the school on Friday to pick up their child and their child's guest, this should be indicated on the signed guest/host forms. To qualify for visit privileges, students must have shown appropriate behavior in the cottage, at school and on buses. No visitation is allowed during the first weekend of the school year and during the summer session.

Day students generally may not have friends ride on their bus due to insurance liability. In some cases, some students may not be allowed to have visitors due to the limited amount of room in the bus.

Residential Life must have signed permission from the parents/guardians of the host and the guest even when the students are picked up on campus by the

parents/guardians. Students being picked up on campus must be signed out at school, the cottage or the transportation office.

Students 18 years old or older who host other students are required to have their parents/guardians' signature on the host form so that the host parents will know guests are coming to their houses. Visit Permission Forms need to be turned in to the transportation department by the Monday prior to the visit.

Only in extreme circumstances will phone calls or emails be accepted in lieu of a signed form.

Weekend Sports

If the child is active in a sport that involves weekend games, parents/guardians will need to contact the Athletic Director or coaches in order to obtain information regarding their travel plans.

School Holidays

Please refer to the school calendar to determine which holidays CSDR is not in session. If the school is closed for a Monday holiday, transportation will resume on Monday evening instead of Sunday evening. If there is no school on Friday, students will go home on Thursday afternoon, following the Friday time schedules.

Sunday Meals

CSDR's dining room is not open on Sundays. Parents/Guardians may allow their children to bring food on the buses. Glass containers are not permitted. Drinks should be in plastic bottles. On some buses, there are stops where students can buy food. Students are responsible for cleaning their area after eating. On homegoing days, students are not allowed to buy food at any bus stop.

School Bus/Van - Student Behavior (CCR 14103)

Rules for riding in school vehicles are established to ensure the safe and efficient transportation of students. Students transported in a school vehicle are under the direct authority and responsibility of the driver of the vehicle. (5CAC 14103) Students are expected to follow the rules at all times.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied the privilege of riding in school vehicles.

- Obey the directions of the driver and/or escort.
- Stay in your seat at all times.
- Keep the vehicle clean and do not litter.
- Be courteous.
- Keep all body parts inside the vehicle at all times.
- Keep your hands and feet to yourself.
- Do not fight or make loud noises.
- Inform your escort or driver if you need assistance or have a problem.
- Never touch the emergency exits, safety equipment, or bus controls.
- Stay away from the bus tires.
- Do not throw anything out of the windows.
- Keep the aisles and emergency exits clear.
- Store large items (i.e., skateboards) in the luggage compartment.
- Do not bring animals, reptiles, or insects into a vehicle.
- California requires three-point seat belts on (1) school buses manufactured on and after July 1, 2005 that carry more than 16 passengers, and (2) all other school buses manufactured on and after July 1, 2004. It asks school transportation providers to first allocate seat-belt equipped school buses for elementary school students whenever possible. The state cannot charge any person, school district, or organization with violating this law if a passenger either does not fasten his or her seat belt, or does so improperly (Cal. Veh. Code § 27316).
- State regulations require school bus passengers to (1) use the seat belts; and (2) be taught how to use them in an age-appropriate manner (Cal. Code Regs. Title 5, § 14105).



Student Health Services

The role of the Student Health Services is:

- Dispensing of medication.
- Providing minor first aid.
- Screening for referrals to school physician and/or outside specialists or for other medical care.
- Monitoring of medical conditions.
- Temporary care for students who are ill
- Maintenance of school medical records.

The Student Health Services is not:

- a substitute for the family physician. Students should not be sent back to school when they are sick so they may “see the doctor.” The school physician visits only one time a week.
- a long-term care facility. Students who are sick will be sent home.

Parent/Guardian Responsibilities for New Student (EC49408, 49450-6, 48216)

- Current phone numbers, email and texting addresses (home, work and emergency)
- Completed medical forms
- Completed physical exam - **required**
- Insurance/medical information
- Consent forms signed - **required** (Signed by student if over 18 years of age)
- Current immunizations - **required**
- Written instructions regarding ongoing medications

Returning Students (EC48216)

- Current phone numbers, email and texting addresses (home, work and emergency)
- Complete physical exam for students entering kindergarten, middle school or high school
- **Student-athletes must have an annual physical**
- Consent forms signed (Signed by student if over 18 years of age) every year
- Insurance/medical information
- Current immunizations

Throughout the School Year

Keep your child home when ill:

- Pick up your child as soon as possible when requested to do so by Student Health Staff.
- When students are returning with medicine, send form completed by your family doctor or present a pharmacy bottle with a current label within 30 days.

- When students are returning from a hospital visit, please send a form from your family doctor with instructions for treatment and a release to return to school.

Medications in Cottages (EC49423, 49423.1)

All medications **MUST** be brought to the Student Health Unit when students arrive at school. Students are **NOT** allowed to have any medications in the cottage, including over-the-counter medications. The nurse will contact the parent/ guardian to obtain permission for athletes to bring inhalers with them to games.

Student Identification Card

Students are required to show their student ID to nurses in order to receive medicine or treatment.

Students using Inhalers (EC49423, 49423.1)

For high school students, on a case-by-case basis, the student may be permitted to keep an inhaler or certain topical creams in the cottage. If a parent/guardian wants this to be considered for their child, the parent/guardian needs to request a form from the Student Health Center. The form needs to be signed by the child's doctor, parent/guardian and the nursing supervisor.

Medication Responsibilities

Athletes who go home on Friday or Saturday after a game or tournament are responsible for taking their remaining medications or inhalers home. They are expected to bring the medications or inhalers back to the Student Health Center on Sunday evening or arrival day to campus.

When athletes remain at school for the entire weekend (such as for the WSBC, Clerc or Hoy Tournaments), coaches will return the remaining medications or inhalers to the Student Health Center after 7:00pm on Sunday or on the arrival day to campus to assigned counselors after 7:00pm.

Minors and Confidentiality Rights (EC4601.1)

There are laws in the California Education Code related to the medical treatment and confidentiality rights of minors. Contact the Student Health Supervisor or the Director of Student Service for more information about this, or check the California Education Code website.

Student Discipline

General

Students are expected to show respect toward others at all times. All students need to learn that good choices produce good results and poor choices, poor results.

Backpacks

Students are responsible for their backpacks or contents inside them. Students are not allowed to leave their backpacks unsecured in the hallways or classrooms. Students should use school-provided lockers to store their belongings. If parents/guardians are concerned about the backpack weight, they should purchase a small suitcase with rollers for their child. Students are not allowed to write on their backpacks the following items: any gang-like symbols or colors, offensive language, or any violation of discrimination/harassment policy.

False Fire Alarm (EC48900)

It is very serious when students pull the fire alarm as a prank. The Riverside City Fire Department and paramedics may be called off other jobs in the community to rush to the school. Classes and after-school programs are disrupted. If the Fire Department bills the school, the parents/guardians will be responsible for this debt. In addition, the student who set off the false fire alarm shall be suspended.

Locker Usage

When lockers are available, students are allowed to use them to store and secure their personal belongings. Students are required to use locks issued by the school. Lost or stolen locks will be replaced for a cost of \$5. Students must not deface the inside or outside of the locker and are not allowed to give their lock combination to any other person.

School officials have the right to search lockers if there is reasonable suspicion of prohibited defacement or contents.

Damage to School or Personal Property (EC48904)

The CSDR Cabinet expects students to respect and take care of school property and the personal property of staff, students and others. Payment shall be required for accidental or deliberate damage. No distinction shall be made between accidental and deliberate damage as far as payment is concerned. Students doing the damage shall have disciplinary consequences. Students may also have a loss of some privileges in addition to payment if the damage is deliberate. Students will be deprived of

activities until the payment for damage is collected. Grades, diplomas and transcripts will be withheld until payment has been made, and the school will inform parents/guardians in writing of the student's role in the damage and the payment that is due. Payments are expected in a timely manner and must be paid before the school year ends.

Lost or Damaged Textbooks (EC48904)

Students are responsible for their assigned textbooks. Students are required to pay for books that are lost or damaged beyond reasonable use regardless of how the damage occurred. Students and parents must sign a textbook contract¹⁴ which remains in effect as long as the student is enrolled.

- Cover textbooks with CSDR cloth covers or paper covers.
- Do not cover textbooks with sticky paper.
- Pay for lost or damaged CSDR cloth covers.
- Avoid writing in textbooks.
- Do not loan textbooks to other students.
- Return books before the end of the school year or before leaving CSDR.

Responsibilities of Students (EC48908)

All pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the schools.

Interdisciplinary Team

Students who need special assistance with academic achievement, behavior, social-emotional issues, etc., may be referred to the Inter-Disciplinary Team (IDT). The members of the IDT are Principals, Lead Teachers, Educational Advisors, Supervising Counselors, Supervisors of Residential Programs, Social Workers, School Counselors, and other support staff.

Tobacco Policy (EC48901)

CSDR does not permit the smoking or use of tobacco, or any product containing tobacco or nicotine products by students while on campus, while attending school-sponsored activities, or while under the supervision of school employees. Students who are 18 and older who have a prescription for marijuana for medical reasons are prohibited from being under the influence or possessing marijuana while on school grounds or at any school-sponsored event on and/or off-campus. Violation of this policy results in disciplinary action.

Suspension and Expulsion

California Education Code (EC48900)

California Education Code 48900: A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school in which the student is enrolled determines that the pupil has committed an act as defined in (a) to (r) or (t).

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person (2) Willfully used force or violence upon the person of another except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing which means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or Principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during, or while going to or coming from, a school sponsored activity.
- (t) Aiding or abetting the infliction or attempted infliction of physical injury to another person.

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| (u) | As used in this section, "school property" includes, but is not limited to, electronic files and databases. | | Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. |
| (v) | A superintendent of the school district or Principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section. | 48915(a)(4) | Committing robbery or extortion. |
| | | 48915(a)(5) | Committing assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. |
| (w) | It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. | 48915(c)(1) | Possessing, selling, or otherwise furnishing a firearm. This applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. |

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent of the school determines that the pupil:

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| 48900.2 | Committed sexual harassment. (grades 4 through 12 only) |
| 48900.3 | Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (grades 4 through 12 only) |
| 48900.4 | Intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (grades 4 through 12 only). |
| 48900.7 | Made terroristic threats against school officials or school property, or both. |

In addition to the reasons specified in Section 48900, the superintendent of the school may suspend or expel a pupil for:

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| 48915(a)(1) | Causing serious physical injury to another person, except in self-defense. |
| 48915(a)(2) | Possession of any knife or other dangerous object of no reasonable use to the pupil. |
| 48915(a)(3) | Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety |

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| 48915(c)(2) | Brandishing a knife at another person. |
| 48915(c)(3) | Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. |
| 48915(c)(4) | Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900. |
| 48915(c)(5) | Possessing an explosive. |

Suspension (EC48900, 48903, 48910, 48911)

A student may be suspended from regular school activities for up to 5 consecutive school days. If a student is suspended for a total of 10 school days in one year, a manifestation determination IEP meeting is held to determine if a pattern exists and if a behavior is or is not related to the student's disability. During a period of suspension, students are not allowed to be on the school premises or attend any school activity, whether at a public or private facility. Students are allowed to complete all assignments and tests missed during the period of suspension. After a suspension, students must meet with the Principal or Supervisor of Residence Program before returning to class. When a suspension occurs, a letter is sent to the parents/guardians and the Local Education Agency representative. Repeated suspensions may result in a recommendation for an administrative hearing for consideration of expulsion.

California Highway Patrol Contact (EC48900.05, 48902, 48906)

California Highway Patrol (CHP) officers assist with prevention activities and meet with students who are involved in serious incidents. School officials are required to contact the CHP if a student is alleged to be involved in any illegal activity. Examples of situations that require involvement of law enforcement include: physical attacks, possessing or selling illegal drugs, possession of firearms or other weapons, and sexual activity. A CHP officer investigates the alleged criminal activity by interviewing students who were involved and/or witnessed an incident. Upon completion of the interview(s), the officer determines whether the investigation should continue. Parents/guardians may be informed before or after a student is interviewed at the discretion of the investigating officer.

Due Process (EC48903, 48911)

Prior to the decision to suspend a student (except under emergency conditions), a school administrator conducts an investigation and an informal conference is held to afford the student(s) an opportunity to know the charges and to offer an explanation of what happened. The parent/guardian is notified as soon as possible, by telephone or other reasonable means, of the decision to suspend a student. A notice of the suspension is mailed or given to the student's parent/guardian.

Appeal Rights

Students, parents, or guardians have the right to appeal any suspension. Parents/guardians also have the right to attach a statement to the school's copy of a suspension. If the school recommends expulsion of a student, further due process via a manifestation determination IEP meeting is afforded the student and the parents/guardians.

Search and Seizure (EC49050)

In the interest of the overall welfare of students or when necessary to preserve good order and discipline at the school, the CSDR Cabinet has authorized supervisors and designees to search a student's personal belongings. In the school environment and at school-sponsored

activities, a search is permissible when a school official has reasonable grounds or suspicion based on the totality of the circumstances, for suspecting that the search will reveal evidence that the student has violated either the law or a school policy. As a result, it may be necessary for school officials to search a student's personal belongings (purse, backpack, pockets in clothing), locker, desk, or vehicle.

Working with School on Discipline

Positive home-school relationships make the vital difference in your child's future, which means good communication between home and school.

School Staff keep two goals in mind when teaching discipline: the interest of each individual child and the interest of the whole group of children. We aim to help each child develop self-discipline while establishing a calm and safe environment for learning.

How you as a parent can support school discipline:

- Address the issue with your child's teachers with a cooperative mind set before it becomes a crisis.
- Make an appointment with child's teachers for discussion.
 - Allow your child to experience natural consequences at school whenever possible and safe. For example, if your child forgets to do her/his homework, allow her/him to redo the homework the next night.
- When discussing situations with the staff that involve school discipline, everyone is expected to treat each other with respect.

When you have a concern about another student's behavior which is occurring during school hours, it is important to communicate with the teachers, and please do not approach the child or parents.

It is important to have a relationship of trust between home and school, so your child can succeed here at CSDR. If your meeting with your child's teachers is unsatisfactory, please bring the issue to the Principal.

Elementary School Sequential Discipline

Education Code	Student Infraction	Intervention/Consequence
48900(k)	Habitual or flagrant disruption of school or classroom activities (i.e., horseplay, play fighting, running, other interruption of the learning process)	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Class suspension School suspension (1-5 days) Expulsion
	Habitual lack of preparation for class	Parent contact Loss of privileges Loss of recess for homework make-up Behavior contract Referral to IDT Possible counseling referral Presentation related to infraction
48900.5 48900(k)	Violation of hands-off (i.e., pushing, grabbing, hitting, spitting, etc.)	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Class suspension Suspension (1-5 days) Expulsion
48900(k)	Swearing, use of profanity, vulgarity and obscenities.	Parent contact Loss of privileges Referred to IDT Possible counseling referral Behavior contract Presentation related to infraction Suspension (1-5 days)
48900(a1)	Caused, attempted to cause, or threatened to cause battery on student or school personnel without injury (not mutual combat).	Parent contact Loss of privileges Community service Behavior contract Referral to IDT Possible counseling referral Class suspension Suspension (1-5 days) Expulsion
48900(a2)	Assault or battery on student with injury. *Willful use of force or violence (without mutual combat).	Parent contact Loss of privileges Referral to IDT Possible counseling referral Behavior contract Suspension (1-5 days) Expulsion
48900(a2) 48915 44014	Assault or battery on school personnel.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Parent contact/Behavior contract Suspension (1 – 5 days) Expulsion
48900.4	Intentional threats, intimidating or menacing, creating a hostile environment, bullying, including cyber bullying, etc of students or staff.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Behavior contract Presentation related to infraction Suspension (1 – 5 days) Expulsion

Education Code	Student Infraction	Intervention/Consequence
48900(e) 48900(a)	Robbery/extortion, use of force or fear. Robbery: taking property by the use of violence; Extortion: using threats to obtain money or property from others.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Class suspension Suspension (1 – 5 days) Expulsion
48900(a1) 48900.7	Initiating threatening calls, messages to school, i.e. bomb threats, etc.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48900(b)	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or a dangerous object having no reasonable use [EC 48900 (b)] of which dangerous object is defined as an object that becomes dangerous of its use, intended use, or if perceived as others as being dangerous.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48900(b) 48915(a)(c)	Possession of dangerous object of no reasonable use including but not limited to: fire-crackers, razor blades, laser pen, novelty shock items, poppers, bomb bags, stink bombs, paint guns, projectiles, etc., or items of no reasonable use that do not pose an immediate and significant threat to others. All objects will be assessed based on quantity, size, and potential to do harm.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48900(c)	Possession or use of controlled substance, intoxicant, or caustic of any kind (including super glue, toluene, or mixture) if brought or used as a controlled substance.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48915 (c) 48900(d)	Selling or offering a controlled substance, alcohol, or intoxicant of any kind, and then sold or delivered a placebo in lieu of and representing it as a controlled substance. If sales, suspension 5 days. Recommend expulsion.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48904 48900(f)	Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, vandalism, attempted arson, etc.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Class suspension Suspension (1 – 5 days) Expulsion
48900(f) 48904	Fire-setting, arson, if poses a significant threat to harm to others.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion

Education Code	Student Infraction	Intervention/Consequence
48900.5 48900(g)	Theft or attempted theft of school property or private property.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Notify CHP Suspension (1 – 5 days) Expulsion
48900(m)	Imitation firearm.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Notify CHP Suspension (1 – 5 days) Expulsion
48900(k)	Defiance of authority including lying and refusing to provide or falsifying information, etc.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900(h)	Smoking, use or possession of tobacco or any placebo.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900(j)	Possession or sales of drug paraphernalia.	Parent contact Loss of privileges Referral to IDT Possible counseling referral Presentation related to infraction Notify CHP Suspension (1 – 5 days) Expulsion
48900.5 48900(k) 44014	Intimidating or menacing school personnel or students, including hand gestures, written materials, verbal comments, gang gesturing, etc.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900(l)	Knowingly received stolen school or private property.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion

Education Code	Student Infraction	Intervention/Consequence
48900.2	Harassed, threatened, or intimidated an individual.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900.3	Hate Violence: use of force or threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900(t)	Aiding or abetting infliction or attempted infliction of physical injury (cannot expel solely for this incident).	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900.2	Verbal sexual harassment: offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. Grade 4 and up.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900.3	Visual sexual harassment: offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. Grade 4 and up.	Parent contact Loss of privileges Community service Behavior contract Presentation related to infraction Referral to IDT Possible counseling referral Suspension (1 – 5 days) Expulsion
48900.7	Terroristic threats: any statement, written or verbal, that is so unequivocal, unconditional, immediate, and specific as to convey to school staff to fear for his/her own safety.	Parent contact Referral to IDT Possible counseling referral Suspension (5 days) Expulsion
	Tardy	Parent conference Referral to IDT Possible counseling referral Notify the school district rep Use SARB process

- Verbal warning
- Written warning letter/parent contact (including informative and incident report)
- Community service (lunch, recess, and/or after school)
- Detention for amount of time wasted
- Presentation related to infraction
- Verbal or letter of apology
- Watch video related to infraction, including follow-up
- Parent conference
- Contact CHP officer
- Counseling – referred to IDT
- Suspension/expulsion
- Loss of privileges (non-academic related events)

Middle School & High School Sequential Discipline

Consequences for Discrimination, Hate Behavior, Harassment, and Sexual Harassment

Infractions	Referral	Suspension from Major School Events*	Suspension from School	Police Notification	Suspension from Sports	Suspension from Club Office	Co-Curricular and Extra-Curricular Activities*	Preventive Behavior Intervention	Referral for Administrative Hearing
Level 1	See below*	Possible	Possible after 3 rd time	No	Possible	Possible	Warning	IDT referral	Possible
Level 2	Parent meeting; Counseling referral	Possible	1-5 days	Possible	Possible and/or removal from participation	Possible and/or removal from participation	Possible and/or removal from participation	IDT Referral	Yes
Level 3	No	Yes	5 days	Yes	Removal for remainder of year	Removal from office/position for remainder of year	Removal from participation	Suspension	Yes

*Consequences are determined based on results of investigations, prior offenses, and severity of misconduct.

1. Verbal warning/reprimand
2. Written warning/reprimand in student file
3. Detention for amount of days deemed appropriate
4. Behavior contract Verbal and/or written apology to victim
5. Mandatory education & training on sexual harassment by means of reading assignments, videos, classes, or other presentations
6. Essay on the topic of inappropriate sexual conduct
7. Referral to Counseling Services for follow-up
8. Mandatory parent meeting
9. Involvement of police or other law enforcement authorities
10. Community service
11. Off-campus removal for number of days deemed appropriate

Loss of privileges and restriction for number of days deemed appropriate

Level 1:

Discrimination based upon: race, physical or mental characteristics, ethnicity, religion, culture, heritage/national origin, age, disability, gender, political affiliation, sexual orientation, or communication mode Hate including: posting, destroying, taking down, or giving out hate-group books or flyers without authorization; using gang signs; making racist, sexist, or demeaning comments or jokes Sexual harassment including: dirty language, propositions for sex, talking about sex, talking about genitals, sex taunting in view of others, commenting on someone's sexual orientation, making out or necking, lip kissing, using dirty language, talking about the sex act, sexually suggestive dancing or massages, offensive name calling that is sexually suggestive, degrading, sexual stereotypes, lack of respect for sexual orientation, making sexual remarks about an individual's clothing, wearing clothing with obscene or sexually explicit messages, playing music with explicit lyrics, unwanted sexual invitations or requests, touching of oneself, wedgies, and snapping

Level 2:

Discrimination: Level 1 - 2nd offense

Hate including: Level 1 - 2nd offense, hurting someone physically or emotionally, destroying property, threatening to hurt someone or destroy his or her property

Sexual harassment including: any unwanted touching or grabbing private parts of the body, "wedgies", hitting private parts, bra-snapping, fondling, unwanted hugging, unwanted kissing, groping, fondling, petting, flashing, pantsing, mooning, lewd or provocative physical displays, displays of pornographic or sexually offensive materials, displays of sexual devices, skirt flip-ups, touching, placing hands inside other's clothing, pressure for sexual favors, oral sex, indecent exposure, consensual sex between two minors, and consensual sex between two adults

Level 3:

Discrimination: Level 1 - 3rd offense

Hate: Level 1 - 3rd offense, or Level 2 - 2nd offense

Sexual Harassment including: threatening forced sex, sodomy, forcible sexual abuse, attempted rape, rape

Consequences for Sexual Behaviors

Infractions	Referral	Suspension from Major School Events*	Suspension from School	Police Notification	Suspension from Sports	Suspension from Club Office	Co-Curricular and Extra-Curricular Activities*	Preventive Behavior Intervention
Inappropriate Sexual Behavior ¹	See below*	Possible	Possible after 3 rd time	No	Possible	Possible	Warning	3 rd time; IDT referral
Unacceptable Sexual Behavior ²	Parent meeting; Counseling Referral	Possible	1-5 days	Possible	Possible and/or removal from participation	Possible and/or removal from participation	Possible and/or removal from participation	IDT Referral
Illegal Sexual Behavior ³	No	No	5 days	Yes	Removal for remainder of year	Removal from office/position for rest of year	Removal from participation	Suspension; Administrative Hearing referral

*Consequences are determined based on results of investigations, prior offenses, and severity of misconduct.

1. Verbal warning/reprimand
2. Written warning/reprimand in student file
3. Detention for amount of days deemed appropriate
4. Behavior contracts
5. Requirement of verbal and/or written apology to victim
6. Mandatory education & training on sexual harassment by means of reading assignments, videos, classes, or other presentations
7. Requiring a written paper on the topic of inappropriate sexual conduct
8. Notification to Counseling Services for the follow-up
9. Requiring parents to attend meeting with school
10. Involvement of police and other law enforcement authorities
11. Community Service
12. Off-campus removal for amount of days deemed appropriate
13. Loss of privileges and restriction to dorm for amount of days deemed appropriate
14. Parent(s) notification
15. Inappropriate sexual items will be confiscated

Level 1

Making out or necking, lip kissing, using dirty language, talking about genitals, talking about the sex act, sexually suggestive dancing or massages, offensive name calling that is sexually suggestive, degrading, sexual stereotypes, lack of respect for sexual orientation, making sexual remarks about an individual's clothing, wearing clothing with obscene or sexually explicit messages, playing music with explicit lyrics, unwanted sexual invitations or requests, "wedgies", snapping, and possession of pornographic or sexual materials/devices

Level 2

Groping, fondling, petting, touching of oneself, flashing, pantsing, mooning, lewd or provocative physical displays, displays of pornographic or sexually offensive materials, displays of sexual devices, threatening forced sex, skirt flip-ups, touching, placing hands inside an individual's clothing, pressure for sexual favors, oral sex, indecent exposure, consensual sex between two minors, and consensual sex between two adults, hitting private parts

Level 3

Sodomy, forcible sexual abuse, attempted rape, rape

Consequences for Tobacco/Drugs/Alcohol

Infractions	Required Counseling w/ School Counselor	Suspension from School	Police Notification	Suspension from Sports	Suspension from Major School Events*	Suspension from Student Organizations and/or Clubs	Suspension from Co-Curricular and Extra-Curricular Activities**	Possible Referral for Administrative Hearing	Preventive Behavior Intervention
Using tobacco	Yes 6-8 sessions	Possible 1-3 days	No	1 game and/or Removal for remainder of season	Possible	Possible and/or Removal for remainder of year	Possible and/or Removal from participation in current activity	Possible after 3 rd time	Possible
Possessing, providing, selling and/or using drugs or alcohol	6-8 sessions	3 – 5 days	Possible	Possible and/or Removal for remainder of season	Possible and/or Removal from participation	Possible and/or Removal for remainder of year	Possible and/or Removal from participation	Possible	Yes

*Consequences may be determined pending on result(s) of investigation, prior offense(s) and severity of incident.

Consequences for Rule Infractions

Infractions	Referral **	Suspension from Major School Events*	Suspension from School	Police Notification	Suspension from Sports	Suspension from Club Office	Co-Curricular and Extra-Curricular Activities*	Preventive Behavior Intervention	Possible Referral for Administrative Hearing
Tardy (15 min. or less)	Possible	Possible	1-3 days; Possible for repeating the course	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	SARB/IDT referral	Possible
Cutting class (more than 15 min.)	Possible	Possible	1-5 days; Possible for repeating the course	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	SARB/IDT referral	Possible
Disruptive Behavior and Confrontation Behavior	Possible	Possible	Possible	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible	Possible
Profanity directed toward a school employee	Possible	Possible	Possible	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	No
Failing to attend assigned detention	Possible	Possible	Possible	No	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	3 rd time: Behavior Plan	No
Defying the valid authority of school personnel	Possible; Counseling Referral	Possible	Possible	No	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	3 rd time: Behavior Plan	3 rd time: Yes
Dress Code Violations	Possible	Possible	Possible	No	2 nd time: 1 game	No	Possible	IDT referral	Possible
Cheating and Plagiarism	Parent Meeting; zero grade on assignment	Possible	Class Suspension (1-2 days)	No	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	No
Stealing and Possession of stolen property	Call parent; Restitution	Possible	Possible	Possible; Yes for above \$250	Possible and/or removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	Possible
Minor Vandalism under \$250	Parent liable for cost; Student responsible when possible	Possible	1 st time: NO 2 nd time: 1 to 3 days	No	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	No
Major Vandalism over \$250	Parent liable for cost; Student responsible when possible	Possible	1 to 5 days	Yes	Removal for rest of season	Removal from office/position for remainder of year	Removal from participation	IDT referral	Possible

Consequences for Rule Infractions

Infractions	Referral **	Suspension from Major School Events*	Suspension from School	Police Notification	Suspension from Sports	Suspension from Club Office	Co-Curricular and Extra-Curricular Activities*	Preventive Behavior Intervention	Possible Referral for Administrative Hearing
Assault, fighting, harassing, or threatening	Parent meeting; Counseling referral	Possible	1 to 5 days	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	Possible
Possession or using weapons	No	No	5 days	Yes	Removal for rest of season	Removal from office/position for remainder of year	Removal from participation	No	Yes
Participation in gang-related activities	Call parent; Counseling referral	Possible	Possible 1 – 2 days	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	Counseling referral	Possible
Paging & Electronic Devices (School and Dorm)	Confiscated 1 st time: one week 2 nd time: 2 weeks 3 rd time: 3 weeks and thereafter	No	No	No	No	No	No	No	No
Major Crimes; Extortion; Robbery; Arson	No	No	5 days	Yes	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	No	Yes
Conspiracy to commit burglary; attempting to break-in; unauthorized access	Call parent or parent meeting	Possible	Possible	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	Possible
False Fire Alarm	IDT/call parent Parent financially liable	Possible	1-3 days	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	Possible
Possessing, providing, selling and/or using prescription drugs, OTC medication, and vitamins	Confiscated and given to Health Services Staff. Nurse will contact parents.	Possible	Possible	Possible	Possible and/or Removal from participation	Possible and/or Removal from participation	Possible and/or Removal from participation	IDT referral	No

*Consequences are determined based on results of investigations, prior offenses, and severity of misconduct.

**Parent meeting, after school detention, counseling referral, etc.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Parents Rights and Responsibilities

State of California, Department of Education
California State Special Schools and Services Division (SSS)
California School for the Deaf; California School for the Blind; and
California School for the Deaf, Riverside
This is a summary of your rights and responsibilities.

Introduction: The CSDR staff welcomes parent/guardian involvement in their child's educational, residential and extra-curricular programs. Students experience increased academic achievement and more success in all aspects of their lives if there is a mutually supportive and respectful parent-school partnership. Communication will increase when parents/guardians observe classes, visit cottages, meet with staff and become involved in activities.

Students feel a heightened sense of pride when their parents/guardians take an interest in their lives. There are numerous ways parents/guardians can become involved with the instructional and residential programs or participate in volunteer available through Outreach. Parents can also take American Sign Language classes offered through Outreach to develop more effective communication with their child.

As a parent/guardian of a child involved in the special education program provided by the State Special Schools, you and your child have specific rights and responsibilities regarding access to information, providing information, and making decisions about your child's education.

When you have a concern, it is important that you contact your child's teacher or administrators. This informal conversation often solves the problem and helps maintain open communication. This document summarizes your further rights. For a more complete account, please refer to the document titled, *A Parental Rights and Procedural Safeguards for Special Education Students with Disabilities*, which your child's school will provide.

Right to Receive Notice: When the SSS either proposes a change or refuses to initiate a change in your student's identification, assessment, educational program or placement, you have a right to receive written notice. The notice must be in your native language whenever possible and it must describe what the SSS plans to do, their reasons for doing it and the data to support those reasons. At that time you will also be referred to your procedural safeguards, which will explain due process rights, mediation and fair hearing.

Right to Access and Confidentiality: You have a right to receive copies and inspect and review records during regular school hours of your child's records no later than five business days after your request. You have a right to ask that inaccurate or misleading records be amended. If your request is not granted, you have the right to a hearing and the right to add your statement to the record. The SSS will not permit other people to see your child's records without your written permission except as outlined in Federal Regulations, Education Code and State Regulations. The SSS may only release information from the student's record where it is necessary to protect student health and safety, for financial aid determination, for school accreditation purposes, for research that does not include personal identification of the student and to schools in which the student is enrolled or intends to enroll. In addition, students who are at least 16 years old or have completed 10th grade may access their own records. (EC 49069)

Right to Informed Written Consent: You must give written consent before there can be any formal assessment, placement or removal from a special education program. You may withdraw this consent at any time.

Right to Assessment: Whenever your student is referred for an assessment, for an IEP, or for placement in or removal from a special education program, you must be given the proposed evaluation plan in writing within 15 days of the referral. Evaluation may begin only after you have given your consent. This evaluation must be free of racial, cultural and sexual discrimination and be in your child's primary language. Tests must be administered by trained professionals. After the assessment, an IEP meeting will be held. In addition, you have the right to the following: ask for an educational evaluation and give or withhold consent for any proposed evaluation activity (unless in a due process hearing or in certain disciplinary actions), receive the evaluation plan in your primary language, have 15 calendar days to give or withhold consent, obtain information about an independent evaluation, present this information to the IEP team and be given a copy of the evaluation results.

Your child will be reevaluated at least every three years. Your child's eligibility for special education must be reviewed every three years to determine if evaluations are necessary in order to continue to receive special education services and to determine if there needs to be modifications in their special education program.

Rights to an Individualized Educational Program (IEP): You are an essential member of the IEP team, which also includes the teacher, a representative of your district, an administrator, other individuals as needed and the child when appropriate. The IEP must address your child's educational goals and objectives, as well as the related services to meet your child's needs. IEP meetings must be held at least once a year. You or the school may request additional IEP meetings, which must be held within 30 days of the request. (EC 56341)

Right to Least Restrictive Environment: Your child has a right to a placement in a setting that provides access to a full continuum of services. One consideration is interaction with non-handicapped peers as appropriate to the needs of your child.

Right to a Surrogate Parent: In the absence of a parent/guardian for a disabled child, the local school district is responsible for appointing a surrogate parent.

Right to Mediation: You have the right to request mediation as an attempt to resolve disputes. If you choose not to use mediation, you have a responsibility to meet with an independent party to discuss the benefits of mediation. Information disclosed in mediation is confidential and may not be used in any subsequent hearing.

Right to Due Process: You have the right to request specific due process information and procedures from the school to resolve disputes. A due process fair hearing may be about identification as a special education student, assessment, placement or provision of a free, appropriate education. During this process you have the right to the following: review all records, be informed of all procedures, bring an attorney, present evidence, question witnesses, receive a record of the hearing findings and decision, have your child present, have the hearing open to the public, be informed of the issues and proposed resolutions, receive copies of all documents and receive a list of witnesses, have an interpreter provided, request an extension of the timelines and go to mediation at any time.

Right to Complaint: When you feel an IEP is not being fulfilled or a law is being broken, you have the right to file a written complaint with the Superintendent of your child's school, the Superintendent of State Special Schools or the State Superintendent of Public Instruction.

Rights Regarding Disciplinary Act on: Regardless of the outcome of discipline proceedings, the school district must continue to provide a free, appropriate public education for your child. Students at the SSS may not be suspended or placed in an alternative educational setting for more than 10 days in any one school year. If the total number of days of suspension exceeds 10, an IEP meeting must be held. The school is required to develop an assessment plan, or if your child has a behavior plan, the school may review and modify it. An alternative educational setting is one that allows the child to continue to participate in the general curriculum and continue the services identified on the IEP. A fair hearing officer may place your child in an interim setting if it is determined that the student is likely to cause injury to self or others and the school has made reasonable efforts to minimize the risk of harm in the current placement. The school may order a student to an alternative educational placement for up to 45 days if the student brings a weapon to school or in the case of certain drug-related activities.

The IEP team must also determine if the student's behavior is caused by the disability. If the IEP team decides that the behavior is not caused by the child's disability then the school may take disciplinary actions in the same manner as it would for a student without disabilities. If you disagree with the decision, you may ask for a due process hearing.

Right to Inspect Instructional Materials and Observe School

Activities: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes and software, shall be compiled and stored by the classroom instructor and made available within a reasonable time frame for inspection by a parent/guardian. (EC 49091.10) A parent/guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the school to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents/ guardians and guardians shall be considered by the school. Upon written request by the parent/guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent/guardian in a reasonable time frame and in accordance with procedures determined by the school. (EC 32210; 32211;44811)

Right to Stay Put: A student enrolled in an SSS will remain in the school setting during the due process procedures unless a change is agreed upon by the school and the parent/guardian.

This is a summary of the Parental Rights document. If you need further clarification, please contact the school for a copy of the complete Parents Rights.

Responsibilities

Parent Conduct on the School Campus: Parents/Guardians, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus. Ed Code sections 44811, 32210 and 32211 state that any parent/guardian, or other person who disrupt school or extra-curricular activities or fails to leave a school building or school grounds promptly upon request of the Principal or designee could be charged with a misdemeanor. The parent/ guardian appeal process is included in the Ed. Code sections.

According to Ed. Code 49408, the school may require the parent/guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address, home telephone number, business address and business telephone number of the parents/guardians or guardian and the name, address and telephone

number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent/guardian cannot be reached.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents/Guardians or eligible students should submit to the CSDR Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent (or designee) will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate.

Parents/Guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the

Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

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Students Harassment Complaint

☐ Harassment/Bullying

☐ Sexual Harassment

Print your Name: _____

Today’s Date: _____

Name of other student(s) [offender(s)]: _____

1. **When** did it happen? _____
Date Time/Period

2. **Where** did it happen? _____

3. **What** happened? _____

Name(s) of **witnesses** (other people who saw): _____

Student Signature

To be completed by Staff		To be completed by Staff		To be completed by Staff	
Received by: _____		on _____		Date _____	
Print Name of Staff Member				Date	
Bullying:		Sexual Harrassment:		Comments:	
Date Reviewed: _____		Date of Panel: _____			
Date Counseled: _____					

California School of the Deaf, Riverside

Complaint Report

To: _____
Employee's Supervisor or DOI _____ Date _____

From: _____
Name of complainant (required)

Mailing Address of Complainant: _____

Phone/VP/email of complainant: _____ circle: (voice / VP)

Complaint against activity or employee: _____

Nature of Complaint (Please explain where the incident occurred, what happened, who was involved, and any other related facts that you feel are important.)

Remedy sought (how would you like to see this be settled or resolved?)

Signature of Complainant

Uniform Complaint Procedures Williams Settlement Form
For Education Code Section 35186 Complaints

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes (if yes, please provide the information below) ☐ No
 Name: (Optional) _____ Mailing Address: _____
 Phone Number: (Optional) Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. _____

Please file this complaint at the following location:

Director of Instruction – CSDR – 3044 Horace St. Riverside, CA 92506

Appendix 4: Pre-Arranged Unexcused Absence Contract

Pre-arranged Unexcused Absence Contract

Student: _____ Date of Request: _____ Dates of Absence: From _____ to _____

Total School Days: _____ Reason for Absence: _____

The student named above has requested permission to complete and submit work given during an absence that, while unexcused, is important to the student and/or family. The student will approach each teacher to request work in advance or some special arrangement for making up the work after the absence and write in assignment for each period in the space below. The student assumes full responsibility for completing all work and turning them in to respective teachers on the first day of return. Each teacher will check the box saying “**with consequence**” meaning the student will be serving after-school detention time with that teacher after he/she returns – or “**with no consequence**” meaning no after-school detention. The student is to meet with the Principal to finalize the contract.

By signing, I say that I do agree completely with the contract and accept the consequences with no question for each incomplete assignment or work that does not meet teachers’ satisfaction and serve after-school detention time for each checked “**with consequence**” box.

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Period ____	Subject:	Teacher:	Period ____	Subject:	Teacher:
	Assignment: (Describe)			Assignment: (Describe)	
	<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence			<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence	
	Teacher signature:			Date:	

Period ____	Subject:	Teacher:	Period ____	Subject:	Teacher:
	Assignment: (Describe)			Assignment: (Describe)	
	<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence			<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence	
	Teacher signature:			Date:	

Period ____	Subject:	Teacher:	Period ____	Subject:	Teacher:
	Assignment: (Describe)			Assignment: (Describe)	
	<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence			<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence	
	Teacher signature:			Date:	

Period ____	Subject:	Teacher:	Period ____	Subject:	Teacher:
	Assignment: (Describe)			Assignment: (Describe)	
	<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence			<input type="checkbox"/> With consequence <input type="checkbox"/> With NO consequence	
	Teacher signature:			Date:	

Media Release Form

The California School for the Deaf, Riverside (CSDR) encounters situations where the CSDR staff, the media, and other stakeholders photograph, video tape, and/or interview students in connection with school programs, projects, events, or public relations activities including documentary style productions. Because it is in the best interest of students at CSDR, the Deaf Community and the community-at-large to be informed about the wonderful components of our school, the Outreach Department is encouraged to welcome media representatives to our school.

If CSDR is notified in writing that a particular student should not be photographed, videotaped, or interviewed, staff will make every effort to ensure that the request is honored. CSDR cannot guarantee that a student will not appear in the background of a photo. If parents/guardians request that a child not be photographed, videotaped, or interviewed, they also should inform the child.

If you have any questions, contact the Public Information Officer at 951-248-7700 x4361.

Student Name: _____
(please print) First Middle Last

- ☐ Yes, I give permission for my child to be videotaped, photographed, or interviewed for publication. I authorize the use of any these materials for publication, programs, projects, events, website postings, and public relation activities. I authorize the use, release, and reproduction of any and all photographs and video tapes of my child and any sound tracks, scripts, or printed material without compensation to me or my child. I understand that all photographs, video recordings, sound tracks, and printed material are the sole property of the California School for the Deaf, Riverside. I waive any right to inspect or approve any finished photographs, videos, sound tracks, scripts, or printed material.
- ☐ No, I do not give permission for my child to be videotaped, photographed, or interviewed for publication.

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

Computer and Internet Acceptable Use Agreement

Student Name (please print): _____

1. I will not damage, steal, or destroy computer equipment.
2. I will not bring software to school.
3. I will not tell my password to other students.
4. I will not use instant messaging (AIM) or chat rooms.
5. I will use the Internet safely. I will not visit inappropriate sites.
6. I will not share personal information about myself on the Internet.

I agree to follow the CSDR computer and Internet rules. I understand that if I do not follow these rules, I will lose my computer privileges.

Student Signature

Date

Parental Permission for Computer and Internet Use:

☐ No, I do not give permission for my child to use CSDR computers and access the Internet.

I have read the terms of *the CSDR Computer and Internet Acceptable Use Agreement*. I understand that Internet access at CSDR is primarily for educational purposes. I understand that CSDR attempts to provide prudent and available barriers and precautions to restrict access to controversial material. However, I also recognize it is impossible for CSDR to restrict access to all controversial materials and I will not hold CSDR or its staff responsible for any material my child is exposed to on the Internet.

☐ Yes, I give permission for my child to use CSDR computers and access the Internet.

Parent/Guardian Signature
(for students under age 18)

Date

Appendix 7: Statement of Intent to Employ Minor & Request for Work Permit

STATE OF CALIFORNIA

DEPARTMENT OF EDUCATION

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–**CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–CERTIFICATE OF AGE” form (CDE B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor’s Information

Minor’s Name (<i>First and Last</i>)		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

School Information

School Name	School Phone
School Address	City
	Zip Code

To be filled in and signed by employer. (Please review the General Summary of Minors’ Work Regulations on reverse.)

Business Name or Agency of Placement	Business Phone	Supervisor’s Name
Business Address	City	Zip Code

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by worker’s compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer’s Name (<i>Print First and Last</i>)	Employer’s Signature	Date
-------------------------------------------------	----------------------	------

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.

Parent or Legal Guardian’s Name (<i>Print First and Last</i>)	Parent or Legal Guardian’s Signature	Date
-----------------------------------------------------------------	--------------------------------------	------

For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Proof of Minor’s Age (<i>Evidence Type</i>)				Check Permit Type:			
				<input type="checkbox"/> Full-time ***Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> “Workability” <input type="checkbox"/> Restricted <input type="checkbox"/> General			
Verifying Authority’s Name and Title (<i>Print</i>)							

Verifying Authority’s Signature

*EC 49130 | ** Permit Type defined by local school | *** Special Education Grant

HEADS x UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR ATHLETES

Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

It's better to miss one game than the whole season.

For more information, visit www.cdc.gov/Concussion.

April 2013

What should I do if I think I have a concussion?

DON'T HIDE IT. REPORT IT. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

GET CHECKED OUT. Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

TAKE CARE OF YOUR BRAIN. A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover.





10932 Pine Street
Los Alamitos, California 90720

Telephone: 562-493-9500
Fax: 562-493-6266

Code of Ethics – Athletes

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

By signing below, both the participating student athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We recognize that under CIF Bylaw 202, there could be penalties for false or fraudulent information.

We also understand that the CSD - Riverside (school/school district name) policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Printed Name of Student Athlete

Signature of Student Athlete

Date

Signature of Parent/Caregiver

Date

A copy of this form must be kept on file in the athletic director's office at the local high school on an annual basis and the Principal's Statement of Compliance must be on file at the CIF Southern Section office.

Revised 7/11

CSD RIVERSIDE ATHLETICS
INFORMED CONSENT
AWARENESS OF SPORTS INJURY RISK
WARNING AND AGREEMENT

By its very nature, competitive athletics can put students in situations in which serious, catastrophic and perhaps fatal accidents could occur.

Students and parents/guardian must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, participation in athletics is inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over stated.

By granting permission to your son/daughter to participate in athletic competition, a parent/guardian acknowledges that playing or practicing in any sport can be a dangerous activity involving MANY RISKS OF INJURY. Both the athlete and parent must understand that the dangers and risks of playing or practicing include but are not limited to: death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system and potential impairment to other aspects of the body, general health and well-being.

Because of the dangers of participating in sports, we (parent and player) recognize the importance of following coaches' instructions regarding playing techniques, training, equipment and other team rules, etc. both in competition and practice and agree to obey such instructions.

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District for course credit or for completion of graduation requirement.

I understand and acknowledge that in order to participate in these activities, I and my son/daughter agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by my son/daughter which is incident to and/or associated with preparing for and/or participating in this activity.

If any of the foregoing is not completely understood and you have questions, please contact the school athletic director or school administrator for further information. This paper, with signature, will be kept on file with the Athletic Director.

I have read and understand the information above and give my son/daughter permission to participate.

Parent Signature

Date

I have read and understand the information above and I want to participate.

Student Signature

Date

CSDR Vehicle Contract

All motor vehicles are to be registered with the High School Principal office and parked at the designated parking spaces.

- School is not responsible for any private property or valuables that are left in the car.
- No reckless or inappropriate driving on campus. All drivers must drive on the roads, not the grass or dirt at any time on the school grounds.
- No speeding or going too fast. The maximum speed limit posted on campus is 15 miles per hour.
- No taking students in car on or off campus without permission from a Supervisor or Principal. All persons riding in my car shall wear safety belts at all times.
- Vehicles parked on school grounds may be subject to inspection by authorized school personnel.
- Inform dormitory counselor every time that I will use the car off campus after school. I must arrive back to school at the time designated by the staff as requested.
- No one can borrow my car, nor can I borrow another student's car, even though my parents or their parents have signed permission for it.
- No student under 18 years of age can ride in another student's car at any time.
- Only seniors will have the privilege to have a car on campus. (Exceptions may be made on an individual basis by filing an application with the office of Director of Instruction.)
- Any time the information on car insurance, driver license, type of car, and license plate number is changed or updated, I will be required to notify a High School Supervising Counselor, the High School Supervisor of Residence Program, a High school Principal, High School Advisor or the High School Office Secretary immediately.

Breaking any one of the above rules will lead to immediate consequences. Any of the following consequences will occur, depending upon the number of times and/or the severity of the incident:

- 1st offense: Loss of all car privileges for 1 week – car will be kept at home.
- 2nd offense: Loss of all car privileges for 1 month – car will be kept at home.
- 3rd offense: Loss of all car privileges for the remainder of the school year.

I understand the rules of driving my car on campus must be followed exactly as stated above. I understand that I must have a signed CSDR Vehicle Contract, Authorization to Drive a Vehicle on Campus Form, copy of a valid California Driver's License, copy of the Vehicle Registration and a copy of Auto Insurance on file or I will not be allowed to bring my car on campus.

Student's Signature: _____ Parent Signature: _____

Staff Member's Signature: _____ Date: _____

Authorization to Drive a Vehicle on Campus

Driver's Name: _____ CDL #: _____ Expiration Date: _____

Vehicle License Plate: _____

Auto Insurance Company: _____

Auto Insurance Policy Number: _____ Policy Expiration Date: _____

Color of Vehicle: _____ Make/Model of Vehicle: _____ Year: _____

Registered Owner of Vehicle: _____

(For students under the age of 18)

In signing my permission for my child to drive his/her vehicle on campus, I assume full responsibility for the results of any accidents that may occur on or off campus and for any damage done to the vehicle while it is parked on campus.

(For students 18 years and older)

In signing my permission for me to drive my vehicle on campus, I assume full responsibility for the results of any accidents that may occur on or off campus and for any damage done to the vehicle while it is parked on campus.

Signature of Parent/Guardian

Date

Signature of Student

Date

PARENT CONSENT FORM – CHANGE OF HOMEGOING PLAN

Today's Date: _____

Name of student _____

My child will **NOT** ride on the regular bus on Friday.

Check the appropriate box (es):

For Friday's homegoing ride only:

☐ Will ride in a private car.

Name of person picking up your child on Friday

☐ Will ride on public transportation (Metrolink, RTA Bus)

on _____ (Date of visit)

I have read and understand the following:

- This form must be submitted through **fax or in person by parents only** by Tuesday on or before 8:00p.m. (fax number: 951-782-4914)
- Parents are fully responsible for making the visiting arrangements with the other party's parents.
- Parents are fully responsible for the transportation needs of your child and visiting persons. Students are permitted to ride their assigned school bus only. Visitors **are not** permitted to ride on their bus.
- On Friday, students are to be picked up by 2 p.m.
- On Sunday, students should be dropped off no later than 9:00 pm.

Parent Signature: _____

Weekend Guest Form

PARENTS: This is for your information. This form is to be used for weekend visits.

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE TRANSPORTATION OFFICE
3044 Horace St. Riverside, CA 92506

951-248-7700 ext. 6590 V / 951-824-8088 VP/Spanish 951-782-4106 Fax

CSDR_Transportation@cldr-cde.ca.gov

PERMISSION TO VISIT ON WEEKENDS

This form should be filled out by the cottage counselor and approved by the SC/SRP before being submitted to the parent/guardian for signature. IT IS **DUE ONE WEEK PRIOR TO THE VISIT DATE**. We must have a form from both the host and the guest. Only one visitor allowed per visit.

STUDENT GUEST _____

COTTAGE _____

STUDENT HOST _____

COTTAGE _____

VISIT DATE

Month

Friday Date

Saturday Date

Sunday Date

TO THE SUPERINTENDENT OF THE CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE

I give my permission for the student host to bring the student guest named above to our home for the weekend named above. I understand that I am assuming full responsibility for this child while he/she is away from school. I choose to host this visit and will not hold the California School for the Deaf, Riverside liable. I also understand that visits are a privilege and are approved on the basis of student behavior; the State is only obligated to provide transportation for students to go home.

The student will travel by _____, at a cost of \$_____.

Parent/Guardian's signature

Date

Cottage Counselor's signature

Date

SC/SRPs signature

Date

To qualify for visit privileges, both the host and guest must have shown appropriate behavior in cottage, at school and on buses. **NO** visits are permitted during the first or last month of school or during the summer session.

Note: Adult student hosting a student guest must have approval from parent/guardian.

Weekend Host Form

PARENTS: This is for your information. This form is to be used for weekend visits.

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE TRANSPORTATION OFFICE
3044 Horace St. Riverside, CA 92506

951-248-7700 ext. 6590 V 951-824-8088 VP/Spanish 951-782-4106 Fax

CSDR_Transportation@cldr-cde.ca.gov

PERMISSION TO VISIT ON WEEKENDS

This form should be filled out by the cottage counselor and approved by the SC/SRP before being submitted to the parent/guardian for signature. IT IS **DUE ONE WEEK PRIOR TO THE VISIT DATE**. We must have a form from both the host and the guest. Only one visitor allowed per visit.

STUDENT GUEST _____

COTTAGE _____

STUDENT HOST _____

COTTAGE _____

VISIT DATE

Month

Friday Date

Saturday Date

Sunday Date

TO THE SUPERINTENDENT OF THE CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE

I give my permission for the student host to bring the student guest named above to our home for the weekend named above. I understand that I am assuming full responsibility for this child while he/she is away from school. I choose to host this visit and will not hold the California School for the Deaf, Riverside liable. I also understand that visits are a privilege and are approved on the basis of student behavior; the State is only obligated to provide transportation for students to go home.

The student will travel by _____, at a cost of \$_____.

Parent/Guardian's signature

Date

Cottage Counselor's signature

Date

SC/SRPs signature

Date

To qualify for visit privileges, both the host and guest must have shown appropriate behavior in cottage, at school and on buses. **NO** visits are permitted during the first or last month of school or during the summer session.

Note: Adult student hosting a student guest must have approval from parent/guardian.

Textbook & Instructional Materials* Agreement

Textbooks and instructional materials belong to the school. It is important to take care of them. Other students need to use them in the future.

- 1. I will take good care of my textbooks and instructional materials.
- 2. I will cover my textbooks with special CSDR covers or my own covers. I will not use sticky paper. If I lose or damage a CSDR cover, I will pay for it.
- 3. I will not write in my textbooks.
- 4. I will not loan my textbooks or instructional materials to another student.
- 5. If I damage or lose textbooks or instructional materials, I will pay for them.
- 6. If I pay for lost textbooks or instructional materials and find them later, I can get my money back.
- 7. I will pay fines before I register for school each year.

*Instructional materials are calculators, dictionaries, and any other materials loaned to you.

_____	_____	_____
Student Name (please print)	Student Signature	Date

I agree to assist my child in meeting the terms of this agreement.

_____	_____
Parent/Guardian Signature (for students under age 18)	Date